



## POSITION DESCRIPTION

Position: Part-Time Graphic Designer		Department: City Manager's	
Reports to: Assistant City Manager		FLSA Status: Exempt	
Location: Civic Center	Division: N/A	Pay Grade: N/A	
Revised: February 22, 2018	Last Reviewed:	Union: N/A	Status (FT/PT/Temp): Part-Time

### **GENERAL PURPOSE**

Serve as the organization's lead and sole resource for graphic design and overall creative direction. The Graphic Designer will manage the design process in conceptualizing, designing and executing compelling collateral materials that effectively communicate the City's brand.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Manager of Business Development and Community Relations and the Assistant City Manager.

### **SUPERVISION EXERCISED**

None generally. May exercise supervision over clerical, temporary or other staff, as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Produce content for and design the quarterly City newsletter. Coordinate all departments involved in writing their respective sections, edit and manage production to ensure the accuracy and quality of information. Coordinate with printer and establish dates for filing, printing, delivery, etc.

Produce and edit content for the annual City Calendar, as well as assist in the collection of informational material and design.

Assist in the development of notices, flyers, brochures, and other informational materials pertaining to all departments of the City. Includes writing copy, designing and coordinating printing with local or in-house printers.

Manage the City brand making sure that all designs and messages reflect the mission, vision and value of the City.

Develop designs that are cohesive with the City brand including but not limited to: brochures, flyers, postcards, booklets, stationery, presentations, posters, signs, displays, web banners, infographics, direct mail and more.

Work closely with the Community Relations team and all of the department heads to receive input, translate content into graphics and find creative solutions for department needs.

Work closely with vendors, printers, photographers and other outside resources to execute projects accurately and efficiently.

Ensure that all projects are proofread and edited, meet brand standards, and are completed within state time estimates.

All other tasks assigned by the City Manager's office.

### **PERIPHERAL DUTIES**

Assists other departments in performing duties.

Attend seminars and workshops related to duties and responsibilities.

### **REQUIRED MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Bachelor's Degree in Graphic Design or related discipline required.

Minimum 2 years of Graphic Design experience required.

#### **Necessary Knowledge, Skills and Abilities:**

Working knowledge of the principles and practices of modern marketing and public promotion techniques; along with extensive positive public interaction.

Strong portfolio of creative work in print, digital and other media that clearly demonstrate your skills.

Advanced knowledge of MS Office Applications and Adobe CC programs required.

Ability to prioritize, manage and multitask several projects at once while working under tight deadlines.

Outstanding communication skills both written and verbal.

Videography, photography and web design experience not required but definitely a plus.

**SPECIAL REQUIREMENTS:**

Ability to multi-task and manage multiple projects at one time. Skill in developing and delivering public presentations.

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing, spreadsheet and data base software; Adobe Creative Suite (Photoshop, InDesign, Illustrator); audio and movie editing software (Audacity, Premiere/Final Cut); presentation software (Prezi, PowerPoint); phone; copy machine; fax machine.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet to moderate, but fast paced at times.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview; pre-employment assessment and background check; conditional offer of employment; post offer medical examination; drug screening. Additional job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
City Manager

Approval: \_\_\_\_\_  
Employee