



# NOTICE OF VACANCY

## *INTERNAL AND EXTERNAL*

**Position:** Graphic and Web Designer

**Salary Grade:** O

**Reports to:** Director of Marketing and Communications (Althea Evans)

**Date of Notice:** October 9, 2018

**Closing Date:** 5:00 pm - October 19, 2018

**Application Process:** Submit letter of interest and resume to the HR Support Specialist (Tracy Dean) by closing date.

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### **GENERAL DEFINITION OF WORK:**

Under the direct supervision of the Director of Marketing and Communications, the Graphic and Web Designer will create visual concepts (electronic and print materials), by hand and/or using computer software, to communicate ideas that inspire, inform, or captivate various audiences, ensures appropriate information is accessible by the public. The Designer will be responsible for maintaining the overall layout of PRTC's website, logos, pictures and other visual and verbal aspects of PRTC's website, maintaining PRTC's branding so it remains consistent with the agency's vision.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential functions of this position include, but are not limited to:

- Creates and updates bus schedules and maps, in print and electronic formats.
- Design and layout of electronic and print materials for all programs and events (presentations, flyers, posters, banners, collaterals, logos, invitations, postcards, newsletters, newspaper ads, etc.); obtains approval of concept by submitting rough layout for approval.
- Executing graphic design projects from concept to completion while adhering to the brand standards; coordinates with outside agencies, art services, printers, etc. as necessary.
- Maintains PRTC's branding so it remains consistent and is used properly by external parties or remote groups, working closely with the Director of Marketing and Communications; develops PowerPoint templates for various departments.
- Assists Director of Marketing and Communications with creative concept and collaterals for various events.
- Maintains website; makes recommendations for improving design and interactive features.



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- Ensuring the coding standards are met and ensures the website and databases are being backed up.
- Responsible for managing print orders and dealing with external suppliers.
- Develops reports for management as needed.

## **Office Skills/Competencies:**

- Excellent knowledge of common industry applications (i.e., Adobe CS4 suite (PC), especially Photoshop, Indesign, Illustrator, Wordpress); proficiency in various software programs such as MS Office Suite; knowledge of HTML/CSS/PHP/Javascript/MySQL.
- Maintains technical knowledge by attending design workshops; reviewing professional publications; participating in professional societies, etc.
- Comfortable working on bilingual design projects (English and Spanish)
- Ability to meet tight deadlines.
- Possesses understanding of production, pre-press, print and web-based technologies.
- Ability to communicate, both orally and in writing, in a clear, concise and logical manner, including the ability to communicate effectively before groups, and to cooperate with others to promote teamwork.
- Ability to work with a wide range of stakeholders and decision-makers.
- Ability to work independently; demonstrate effective time management skills, be flexible and adaptable to change.
- Possess strong problem-solving, decision-making, organizational, attention to detail and planning skills

## **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to a Bachelor's degree in graphic design or related field. Formal graphic design training and a minimum of 2 years design experience.

The statements in this job description are intended to describe the **general nature** and **level of work** being performed by incumbent(s) assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.