



EMPLOYMENT OPPORTUNITY

Graphic Designer

Salary: \$30.11 – \$42.53 Hourly
Job Type: Full-Time
Department: Public Information Office
Benefits: Benefits Eligible
Pending Council Approval February 2023

The Position

Under general supervision, designs a variety of professional and complex computer-generated graphics, illustrative and photographic materials and prepares accurate typesetting of forms, flyers, bulletins, reports, marketing materials, publications and other documents, for internal Town departments with a focus on creative content development; Promotes the Town's public relations and branding; disseminates information to the Community; assists in the production of regular and special Town publications; performs related duties as required.

Job Functions

- Develops the overall layout and production design for advertisements, brochures, flyers, digital media, magazines, website, presentations and more.
- Creates visual representations, in both print and electronic media, from ideas and concepts.
- Receives inquiries and provides information to the public and media regarding general and fact-based topics by sending out news releases or responding via telephone or the Citizen Request Management system.
- Assists with the development and coordination of special projects including developing marketing materials to recruit volunteers, writing, and designing sponsorship packages, and communicating with potential sponsors.
- Prepares written publicity materials, such as letters, brochures, flyers, fact sheets, pamphlets, and newsletters.
- Responds to internal work requests for marketing materials or other publications related to special programs or events by designing, writing, and editing or updating new and previously created material.
- Updates and maintains project files, appropriate Town website pages, Town kiosk, photo archives, and historical archives.
- Ensures projects are completed with high quality and on schedule.
- Prioritizes and manages multiple projects within design specifications.
- Works with a wide range of media and uses graphic design software.
- Creates web and social media content, as required.
- Works with departments to establish guidelines and standards for content.
- Ensures the clear, comprehensive, and accurate presentation of the Town's on-line presence.
- Performs other duties as assigned.

Qualifications

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Required: Equivalent to the completion of the twelfth (12th) grade and two (2) years of college coursework in graphic design, marketing, communications, public relations, or a related field, and two (2) years of experience in computer aided graphics design utilizing computer software programs. Previous experience with Photoshop, Illustrator, In Design, and Procreate is highly desired.

License:

- Valid California class C driver's license with satisfactory driving record and automobile insurance.

Selection Process

A completed Town employment application is required by the close of recruitment, on **Wednesday, March 1st, 2023, at 5:30pm**. Application package is available at Town of Apple Valley, 14975 Dale Evans Parkway, Apple Valley 92307, or on our website at www.applevalley.org. Applications may be completed online, or mailed/delivered to 14955 Dale Evans Parkway, Apple Valley 92307 Attn: Human Resources. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate on the basis of age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted.