

CIVIL SERVICE TITLE: Graphic Artist	TITLE CODE NO.: 91415
OFFICE TITLE: Graphic Designer	SALARY: \$40,202 to \$55,000 (Annual)
DIVISION/WORK UNIT: External Relations (Office of Public Information)	WORK LOCATION: 123 William Street, New York, New York 10038
HOURS 35 Hours Per Week (minimum)	NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of community-based organizations (CBOs). DYCD's central task is to administer available city, state, and federal funds to a wide range of innovative, practical, and quality programs that positively impact youth and communities.

The Graphic Designer will work within the Office of Public Information and report to the Director of Communications. The preferred candidate will be excellent at communicating ideas and multitasking in a fast-paced New York City government agency. Professional and positive attitude and the ability to take direction and feedback from various sources needed. Responsible for completion of a wide variety of graphic design projects utilizing Mac OSX, Adobe Creative Suite (InDesign, Photoshop, Illustrator and Acrobat), Microsoft Word, and PowerPoint. Typical projects include (but are not limited to) creating web graphics, producing digital and online booklets, annual reports, print brochures, postcards, flyers, signs, posters, apparel and ads. Ability to create designs with excellent typography skills and a great sense of design with a youthful, sophisticated style.

The Graphic Designer under the direction of the Director of Communications will:

- Create graphics for the agency's internal and external social media websites, including Twitter, Facebook, YouTube, Tumblr, Instagram, etc.
- Ensure that content is accurate, up-to-date and accessible.
- Keep abreast of emerging digital technologies in order to expand the Department's reach
- Actively source photos, digitally retouch images and maintain database organization
- Research grants and funding opportunities within New York City for youth, families and community-based organizations, to be compiled for DYCD's digital monthly newsletter
- Contribute to the design and layout of the annual summer fun guide, various newsletters and annual reports.

PREFERRED SKILLS:

Preference given to candidates possessing a BFA in Graphic Design and three (3) years of full time graphic design work experience. Knowledge of the digital printing process including optimizing print ready files, fiery output, and using large format printers helpful. Experience with online content management and html coding helpful. Expert knowledge of Mac OSX, Adobe Creative Suite (InDesign, Photoshop, Illustrator and Acrobat), Microsoft Word and PowerPoint needed. In addition to a portfolio of work, preferred candidate will also have a link to an online portfolio.

MINIMUM QUALIFICATIONS:

1. A baccalaureate degree, with a major in fine or graphic arts, from an accredited college and two years of full-time paid experience as a commercial or graphic artist; or
2. A four-year high school diploma or its educational equivalent plus two years of training in a technical school approved by a state's Department of Education or comparable governmental agency, in oils, water colors, painting, design, black and white, layout, computer graphics, and other art media, and three years of acceptable full-time paid experience as a commercial or graphic artist.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL
NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT
Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties.

To APPLY:

Search for the Job ID# 186735

External Candidates please go to www.nyc.gov/careers

Current NYC employees please go to www.nyc.gov/ess

ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE.
SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY
CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

If you do not have access to a personal computer, please visit your local library

POST DATE: 3/20/15

POST UNTIL: Until Filled

JOB ID #: 186735

The City of New York and the Department of Youth and Community Development is an Equal Opportunity Employer.