

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DNR05823986

DATE POSTED: 06/10/22

POSITION NO: 244839

CLOSING DATE: 06/23/2022 by 5pm

POSITION TITLE: GRAPHIC DESIGNER

DEPARTMENT NAME / WORKSITE: NAVAJO NATION PARKS AND RECREATION/WINDOW ROCK, AZ

WORK DAYS: Monday-Friday REGULAR FULL TIME:  GRADE/STEP: BQ57A

WORK HOURS: 8:00 am - 5:00 pm PART TIME:  NO. OF HRS./WK.: \_\_\_\_\_ \$ 25,243.92 PER ANNUM

SENSITIVE  SEASONAL:  DURATION : \_\_\_\_\_ \$ 12.09 PER HOUR

NON-SENSITIVE  TEMPORARY:  \_\_\_\_\_

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performs work of moderate difficulty; Coordinates, Plans, Designs, Illustrates, Creates, Coordinates, and Prepares print layouts and designs for visual promotion for Navajo Parks and Recreation Dept. Prepares, Performs, and Produces computer layouts for various printed and visual production for various materials, and digital promotion, on/off line; designs and constructs visual displays and exhibits; determines material and equipment best suited for the job; prioritizes and manages multiple projects with high quality and on schedule within design specifications and budget restrictions; Coordinates and establishes creative direction for company and brand, creates graphic design and layout work for each project; develops new designs and performs retouching and manipulation of images pertaining to each campaign; prepares prints specifications for print shop and other printing needs; works and creates with a wide range of media and graphic design software. Including, but not limited to Adobe software.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A High School Diploma or GED; and two (2) years of experience in the Graphic Design/Layout, Adobe Illustrator/InDesign, Sketch, and/or Adobe Photoshop and other graphic design software, commercial art; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of computer programs/software, mediums, material, and processes. Graphic design and layout creation. Knowledge of Printing requirement and procedures, typography knowledge. Multimedia content development, creative and original. Media production, communication, and dissemination techniques a plus. Knowledge of design techniques and skilled edits. Computer fluency in Mac and PC for program related issues. Skill in understanding of browser capabilities and processes, utilization of specified computerized graphic design programs. Skill in verbal and written communication. Experience as a graphic designer or related field. Demonstrates strong design skills with portfolio. Proficiency in desktop publishing tools, including Adobe Photoshop, InDesign, Quark, and Illustrator. College coursework in graphic design or equivalent.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**