

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DNR05811945

DATE POSTED: 05/23/16

POSITION NO: 203881

CLOSING DATE: 06/07/16

POSITION TITLE: GRAPHIC DESIGNER

DEPARTMENT NAME / WORKSITE: NPRD/ Window Rock, AZ

WORK DAYS: Varies REGULAR FULL TIME: GRADE/STEP: AB57A

WORK HOURS: 40 PART TIME: NO. OF HRS./WK.: _____ \$ 22,131.20 PER ANNUM

SEASONAL: DURATION : \$ 10.64 PER HOUR

TEMPORARY: 6 months

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs work of moderate difficulty, prepares a variety of graphic design and layout work for the Special Events in to advertise the July 4th Celebration and Navajo Nation Fair; designs, illustrates and prepares printing layouts for various printed and visual advertisement; performs preparation work such as layout and paste-up to camera ready art work for production, designs and constructs visual displays and exhibits; determines materials and equipment best suited for job; coordinates graphic design and layout work with event coordinator to advertise their events during the July 4th Celebration and Navajo Nation fair; develops new and modifies existing ideas; prepares print specifications for print shop on banners, brochures, newsletters and flyers.

Maintains contact with vendors to ensure adherence to time schedules, specifications; proofs typesetting and printing; maintains accurate records of work, maintains inventory, orders graphic art supplies and equipment inventory according to procedures; keeps files of completed work order and invoices/payment on completed work, maintains accurate logs of work progress and materials used; collaborates with the Fair Manager and Special event staff in assignment.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

A high school diploma or GED; and two (2) years of experience in graphic design/layout, illustration, or commercial art

Preferred Qualifications:

College coursework in graphic design or related field; proficient in Microsoft Office software or other computer applications.

Special Requirements:

(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 generated graphic programs/software, mediums, materials, and processes; graphic and layout, printing procedures and requirements; photography and photo processing techniques; Skill in rendering, illustrating, sketching, interpreting messages into visual forms; verbal and written communication; utilization of specified computerized graphic design programs

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