



HUMAN RESOURCES DEPARTMENT

City of Burlington
131 Church Street, Burlington, VT 05401

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Graphic Design Coordinator Burlington Telecom

POSTING DATE: June 8, 2011

DEADLINE TO APPLY: June 28, 2011

RATE OF PAY: \$19.55/hr

POSITION STATUS: Limited Service FT

EXEMPT/NON-EXEMPT: Exempt

CLASSIFICATION GRADE: NC

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

The Purpose of a Graphic Designer Coordinator is to produce visual solutions to communication needs using a mix of creative skills, commercial awareness, imaginative flair, and awareness of current trends in the visual arts, a working knowledge of the latest software and equipment, and a firm understanding of material costs and time limits, all of which can impact on the design.

Essential Job Functions:

- Works closely with Sales and Marketing, Customer Service, and Burlington Telecom Management in developing and executing marketing strategies for all Burlington Telecom services in the residential, business and institutional markets.
- Responsible for the design and creation of Burlington Telecom marketing materials and the internal and external distribution and administration of processes required to complete marketing distribution, including print and delivery.
- Work with internal customers to create, update, order and track all internal and external print products including forms, marketing pieces, direct mailings, signs, and advertisements.
- Work with other Burlington Telecom Employees to develop web pages as directed.
- Responsible for executing updates to Burlington Telecom website, including creating pages, making recommendations and soliciting feedback.
- Production of quality work, both independently and under supervision.
- Assist with expense tracking and cost management as associated with job responsibilities.
- Participates in Marketing related activities and events, internal and external, when requested.
- Some nights and weekends may be required.
- Actively interacts with co-workers to ensure effective communications.
- Other duties as assigned.

Qualifications/Basic Job Requirements:

- Bachelors of Art degree in Graphic Design with one year professional experience or an Associates degree in Graphic Design and two years of professional experience.
- Two years of experience in a related field or industry is strongly preferred.
- Marketing and/or Advertising experience is a considerable advantage.
- Formal training in Adobe Photoshop, InDesign, Acrobat Pro and Illustrator (current version CS4) or Adobe certification in all 4 programs is required.
- Must have a working knowledge of Microsoft Office and iWork in addition to basic concepts of art direction, graphic design, typography, layout, composition, advertising, and marketing.
- Applicants must have the ability to design and create print-ready graphics to meet specific commercial and promotional needs for both internal and external use.
- Familiarity with the Macintosh OS X Operating System is required.
- Must have exceptional written and verbal communication skills.
- Proven ability to manage several projects simultaneously.

The City of Burlington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, or disability in employment or the provision of services. Submit City of Burlington Application, Cover Letter and Resume by June 28th to: Human Resources Department, 131 Church Street, Burlington, Vermont 05401. Available in alternative formats for persons with disabilities. For disability access information, or to request an application, contact Human Resources at (802)865-7145 or (802) 865-7142 (TTY) Visit our Web site: www.hrjobs.ci.burlington.vt.us

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.