

Please Post

March 17, 2023

NOTICE OF VACANCY

TITLE: **GRAPHIC ARTIST 1 / PUBLIC INFORMATION OFFICER**

JOB STATUS: Full Time – 40 Hours/Week

DEPARTMENT/DIVISION: Department of Finance and Library Services
Division of Library Services

STARTING SALARY: \$52,984 (CWA 13, 0008)

CLOSING DATE: Until Filled

START DATE: To Be Determined

JOB DUTIES:

Under the close supervision of a supervisor, designs layouts of simple graphic or printed material including brochures, newsletters, forms, reports, leaflets or books; assists in organizing graphic arts projects from conception to completion; may evaluate graphic design for style, arrangement, color, technique, and effect; electronically produce a simple finished product for digital and print publication, display or on-line usage; freehand draw graphic material or lettering for title, backgrounds, or other layouts using traditional media or electronic digitizing drawing tools; does other related duties as required.

Under direction, plans, directs, and performs work involved in the collection, preparation, and dissemination of information regarding the plans, goals, programs, and achievements of the agency or jurisdiction through; furnishes advice and consultation to management concerning the information needs of the public; does other related duties.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with an Associate's degree in Graphic Designs or Multimedia.

NOTE: Applicants who do not possess an Associate's degree may substitute a postsecondary certificate of completion of a business or vocational course of study in page layout and/or graphic design software with an emphasis on publishing applications.

EXPERIENCE:

- One (1) year of experience in work involving graphic arts.
- Three (3) years of experience in work involving the dissemination of information in the field of news media, public relations, publicity, and/or advertising.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RETURN COMPLETED APPLICATIONS AND RESUME TO:

(Standard County Application Form is located at the following address or www.sussex.nj.us)

Office of Employee Services
Sussex County Administrative Center
One Spring Street
Newton NJ 07860

Email: employeeservices@sussex.nj.us

Fax: 973.579.0355

The County of Sussex provides Equal Employment Opportunities to all applicants regardless of race, creed, color, ancestry, sex, age, disability, marital status, national origin, atypical, hereditary, cellular or blood trait, or on the basis of affectional or sexual orientation.