

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title: Senior Graphic Designer/Website Developer

Salary: \$60,000 - \$80,000

Bureau/Division: Bureau of Information Systems/Web Administration

Period: June 16, 2014 – July 4, 2014

JOB DESCRIPTION

The Bureau of Information Systems provides a full range of technology support services for key business functions and Charter mandated responsibilities of the Comptroller's Office. These services include: technology strategic planning, web site development, graphic design, disaster recovery, systems development, network administration, audio/visual services, business process re-engineering, change management, program management, security administration, help desk, computer operations, telecommunications, and document management.

Under the direction of the Assistant Chief Information Officer, the Senior Graphic Designer/Web Developer's responsibilities include, but are not limited to, the following:

- Produce mock ups and layouts for review and publication on the intranet, web and as printed materials;
 - Produce and assemble brochures, reports and other material for events and projects; Optimize graphic designs for web presentation and printed materials;
 - Confer with top level supervisory and executive personnel to develop graphic presentations of considerable complexity;
 - Maintain familiarity with all related emerging technologies. Participate in evaluation of new products for use in graphic design;
 - Perform related assignments and special projects as required.
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MINIMUM QUALIFICATION REQUIREMENTS

- BS/BA degree in fine or graphic arts from an accredited college, and three (3) or more years of full-time experience as a commercial or graphic artist, which may include responsibilities as a web developer trainee, working with microcomputers, and printer peripherals. Experience working with InDesign, Photoshop, Illustrator, Prezi, PowerPoint and mail merge; **or**
 - A HS diploma or its educational equivalent plus seven (7) or more years of training in an approved technical school, and experience as described above.
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PREFERRED SKILLS IN ADDITION TO MINIMUM REQUIREMENTS

- Knowledge/familiarity with PHP, XHTML, HTML 5, Javascript, CSS, JQuery, RSS and general Web 2.0 techniques and streaming media, and software used in capture, editing and delivery of electronic media preferred. Familiarity with relational databases, preferably MYSQL.
- Knowledge in building responsive and scalable sites for all platforms. Experience with Common Development tools (Git, etc).
- Experience with WordPress developing or maintaining custom Themes, Plugins & Widgets ideal;
- Contributor to open source, WordPress, Drupal or similar projects a plus. Comfortable with Git and Unix.
- The ability to work effectively with all levels of the organization, and to complete assigned projects in accordance with specified schedules. Expected to manage multiple projects simultaneously.
- Microsoft Office Suite products, and Sharepoint a plus. Excellent organizational, planning, management and communication skills.

TO APPLY, GO TO:

Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply.

We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: June 16, 2014	POST UNTIL: July 4, 2014	JVN: <u>015/14/030</u>
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The NYC Comptroller's Office is an Equal Opportunity Employer