NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title: **Senior Website Developer & Graphic Designer**

Salary: **$70,000 - $90,000**

Bureau/Division: **Bureau of Information Systems/Web Administration**

Period: **September 12, 2014 – Until filled**

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 Website Developer & Graphic Designer's responsibilities include, but are not limited to the following:

- Leading design sessions with key user groups to determine requirements for the Comptroller's website;

- Developing and maintaining web content utilizing appropriate CMS and scripting software;

- Maintaining and integrating social network sites/services with the Comptroller's website;

- Monitoring service levels from website hosting providers;

- Ensuring appropriate security for all website content and interactions;

- Producing mock ups and layouts for review and publication on the intranet, web and as printed materials;

- Producing and assemble brochures, reports and other material for events and projects; Optimize graphic designs for web presentation and printed materials;

- Conferring with top level supervisory and executive personnel to develop graphic presentations of considerable complexity;

- Maintaining familiarity with all related emerging technologies, and participating in evaluation of new products for use in graphic design;

- Performing related assignments and special projects as required.

MINIMUM QUALIFICATION REQUIREMENTS

- BS/BA degree in computer science, information technology, web design and development, graphic design and other computer technologies or related areas from an accredited college, and five (5) or more years of full-time experience as a web developer or graphic artist **or**

- A HS diploma or its educational equivalent plus 2 or more years of training in an approved technical school, and seven (7) years of experience as described above.

PREFERRED SKILLS IN ADDITION TO MINIMUM REQUIREMENTS

- Significant experience working with: Prezi, PowerPoint, mail merge functions, WordPress, PHP, XHTML, HTML5, Javascript, CSS, JQuery, RSS and general Web 2.0 techniques, MySQL database management, Adobe Create Suite Design & Web, and Social Media techniques;

- Knowledge of building responsive and scalable sites for all platforms; experience with Common Development tools (Git, etc);

- Strong analytical and problem solving skills; ability to analyze, troubleshoot and resolve software, hardware, database failures;

- Ability to work effectively with all levels of the organization, and to complete assigned projects in accordance with specified schedules;

- Expertise in Microsoft Office Suite products, and Sharepoint a plus.

- Excellent organizational, planning, management and communication skills; ability to manage multiple projects simultaneously.

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: September 12, 2014	POST UNTIL: Until filled	JVN: 015-015-007

The NYC Comptroller's Office is an Equal Opportunity Employer