



**Competition #19/202**  
**Internal/External Posting**  
**Closing date: November 7, 2019**

**Graphic Designer (LTD – Term Unknown)**  
**Engagement Department**

*A new opportunity exists for an experienced and motivated team player to join our team as a Graphic Designer.*

*The successful candidate will be well-versed in both digital and print design. You will have worked as part of a collaborative and fast-paced team. You enjoy delivering innovative design solutions to support the City's brand identity. This position is an opportunity to work on a wide variety of projects to support the delivery of high quality services and programs, and provide opportunities for citizens to understand and access City services and information.*

### **POSITION FUNCTION**

Plan and coordinate design projects and/or execute the design and production of visual communication materials for all departments in accordance with City brand identity.

### **KEY DUTIES**

Develop, plan and project manage the design and production of all visual communication materials for City services, projects and initiatives including master planning documents, presentations for Council, display materials, brochures, posters, presentations, web design and other promotional support materials. Create templates and policy guidelines for use by City staff.

Provide advice and work with City staff to understand their business; strategize and make recommendations on the visual aspects of communication approach, design and layout to ensure intended outcome; make recommendations for improvements to draft and existing publications. Provide advice to outside agencies or community partners on design and production. Oversee graphic design projects from start to finish.

Participate in engagement planning and develop creative concepts and designs and lay out routine to complex visual communications such as pamphlets, booklets, brochures and reports. Prepares infographics and images for educational materials, advertisements, posters, electronic presentations, web pages, and displays panels.

Draft requests for proposals (RFPs); manage printers, graphic artists, photographers, illustrators, and project manages production; ensure finished product meets contract specifications and requirements of budget and deadlines. Select, monitor and review work of consultants. Work with technical consultants as required.

Manipulate databases with graphs and charts for support graphics within other projects; prepare and monitor budget for visual communications.

Compose correspondence as required.

Perform related duties where qualified.

### **INDEPENDENCE**

Work is generated by communications issues or assigned by supervisor.

Work is reviewed through discussions with supervisor.  
Problems involving deviations from established procedures are referred to supervisor.

## **WORKING CONDITIONS**

### **Physical Effort:**

Normal.

### **Mental Effort:**

Meet multiple deadlines. (continuous)

Long periods of intense concentration while working on graphics and web design. (frequent)

### **Visual/Auditory Effort:**

Focus on a variety of source data and computer for long periods. (frequent)

### **Work Environment:**

Office

## **KEY SKILLS AND ABILITIES**

Organize and prioritize work.

Strong project management skills.

Sound judgment and decision making skills.

Understand and apply the techniques of visual communications and graphic design.

Knowledge of printing/production processes & materials.

Knowledge of communications and program development in municipal setting.

Provide technical guidance and advice to user departments.

Working level operation of City word processing and spreadsheet software; advanced level operation of design specialty software and hardware including Adobe Creative Suite.

Establish and maintain effective working relationships.

Deal effectively with the public and outside agencies.

## **QUALIFICATIONS**

### **Formal Education, Training and Occupational Certification:**

Grade 12.

Diploma in Graphic Design. (2 years)

Eligible for membership in Society of Graphic Designers of Canada. (GDC)

### **Experience:**

4 years of related experience or an equivalent combination of education and experience.

### **OTHER:**

May be requested to substitute in a more senior position.

**Work schedule: Monday – Friday, 8:30 – 4:30**

**\$39.54 per hour, Pay Grade 13**

**Job Code # 4304**

**This is a CUPE Local 50 Position**

To apply for this opportunity you will need to create an online profile or log back in to our career portal at [www.victoria.ca/jobs](http://www.victoria.ca/jobs) - only online submission will be considered. All applications must be submitted online by 4:30 pm on the closing date noted on the posting. Please be prepared to provide proof of qualifications and supporting materials as outlined in your resume

*City of Victoria is an equal opportunity employer committed to establishing an inclusive, equitable, and accessible environment for all. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status or any other basis protected by applicable law.*

*We are committed to ensuring that reasonable accommodations are made available to persons with disabilities during the recruitment cycle and will provide reasonable accommodations upon request. If you require assistance or an accommodation due to a disability, please email us at [HR@victoria.ca](mailto:HR@victoria.ca)*