City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice

Civil Service Title: Computer Specialist (Software)	**Level:** I
Title Code No: 13632	**Salary:** $ 75,000-$90,000 **Frequency:** ANNUAL
Business Title: Senior Graphic Designer/Artist	**Work location:** 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Human Resources	**Number of Positions:** 1
Job ID: 193896	**Hours/Shift:** Day Tour

Job Description

The New York City Department of Correction is seeking to recruit a Senior Graphic Designer/Artist to plan and design creative print and web materials, brochures, pamphlets, posters, presentations, and informative displays and exhibits for the Recruitment Unit. This position will provide the successful candidate with an opportunity to contribute to the DOC brand marketing and development of print and advertisement material focused on the recruitment of Correction Officer candidates. Under general supervision, and with latitude for independent action and judgment, the incumbent will perform technical work in the illustration and presentation of materials; interpret informational data in graphic form; use a variety of media and tools, including specialized computer graphics programs and computer- driven tools; design, create layouts and produce materials for publication purposes using a wide variety of art media and processes for reproduction in black and white, limited or full color and by a variety of reproduction methods, such as photostat, photo-print or slide, ozalid, offset, letter press, silk screen etc.; assist in the preparation of posters, assist with planning, designing, developing and executing the overall layout and website design for the DOC Recruitment Unit; communicate with the Recruitment Unit staff and lead design sessions with senior leadership to determine requirements for the Recruitment Unit print materials; produce mock ups and layouts for review and publication; maintain familiarity with all related emerging technologies; participate in evaluation of innovative recruitment strategies; plans, design and develop visual aspects of an information technology system, including pictorial displays, models, illustrations, charts and graphs; and perform special projects as required.

Qualification Requirements

1. A baccalaureate degree from an accredited college, including or supplemented by 24 semester credits in computer science or a related computer field and two years of satisfactory full-time computer software experience in computer systems development and analysis, applications programming, database administration, systems programming, data communications, including one year in a project leader capacity or as a major contributor on a complex project; or
2. A four-year high school diploma or its educational equivalent and six years of satisfactory full-time computer software experience as described in "1" above, including one year in a project leader capacity or as a major contributor on a complex project; or
3. Education and/or experience equivalent to "1" or "2" above. College education may be substituted for up to two years of the required experience in "2" above on the basis that 60 semester credits from an accredited college is equated to one year of experience. A masters degree in computer science or a related computer field may be substituted for one year of the required experience in "1" or "2" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent and at least one year of satisfactory full-time experience in a project leader capacity or as a major contributor on a complex project.

Preferred Skills

Ability to work effectively with all levels of the organization, and meet restrictive deadlines;
Ability to multi-task and pay attention to details, and communicate both oral and written;
Possess interpersonal, analytical, decision-making; and problem solving skills;
Proficiency with MS applications (Word, Excel, PowerPoint, Visio, Access, Visual Studio, Project, etc.);
Significant experience working with: XML/XSLT, JQuery, JavaScript, PHP, SQL/MySQL database management, Adobe Create Suite/Photoshop/InDesign/Illustrator, Web and Social Media techniques, RSS and general web 2.0 techniques; WordPress, XHTML/HTML5/CSS, Bootstrap and other web frameworks, Tomcat, ASP, C#.NET, ASP.NET,VBA, VB Script, C/C++, and other website design and development software.

Residency Requirements

New York City residency is not required for this position.

To Apply:

For City employees: Go to Employee Self-Service (ESS)-www.nyc.gov/ess search for Job ID#:193896

For all other applicants: Go to www.nyc.gov/careers and search for Job ID#: 193896

Submission of a resume is not a guarantee that you will receive an interview.
Only candidates under consideration will be contacted.

Post Date: 05/19/2015	**Post Until:** 06/05/2015

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