

**Vancouver Park Board
Job Profile**

Position: Graphic/Web Designer

Overview

Reporting to the Manager of Communication and working closely with Information Technology staff, the Graphic/Web Designer performs a variety of graphic design duties using manual and computer graphic techniques; consults with staff requesting projects to assess requirements; provides services to both internal and external customers by formatting their information for publication on the web; prepares and supports computer slide presentations including board meetings and assists in the development of graphic/web standards for the Board. An incumbent exercises considerable independence of judgement and action in the artistic and technical aspects of the work in achieving desired results within departmental guidelines. Work performance is reviewed by a superior and internal/external customers in terms of the achievement of desired results and meeting deadlines.

Key Duties/Responsibilities

Performs graphic design duties including illustration, layout, typesetting, drafting and design of a variety of products including audio/visual presentations, brochures, displays, forms, graphs, illustrations, maps, newsletters, photography and reports using manual and computer graphic techniques; designs and produces reports and other documents for distribution and sale; assembles “camera ready” material for printing and reproduction.

Consults with internal/external customers requesting projects to assess requirements such as target audience and product function, and to establish deadline; make recommendation on format and production methods; coordinates production with internal service departments and external contractors as required to achieve the desired results; monitors the status and progress of requests and projects and ensures that customers are kept up to date.

Creates, edits, and tests internet pages using web authoring and graphics software; edits and transfer content submissions to the Board web site.

Prepares and supports both internal and external customers for Park Board slide presentations including board meetings.

Assists in the development and maintenance of departmental standards and in the development of techniques and procedures to meet standards and policies.

Keeps abreast of developments in areas of technology related to the work

Performs related work as required.

Knowledge, Abilities and Skills

Completion of diploma course in computer science, graphics, graphic design, commercial arts or photography. This position requires thorough knowledge of HTML, web browsers, web authoring and graphic tools and current Internet technologies. The successful candidate will have knowledge of, or experience using FTP tools, Adobe Illustrator, Dreamweaver, Homesite, Frontage, and Corel Photoshop. Thorough working knowledge of Corel Presentations and/or MicroSoft Powerpoint is required. The successful candidate must be able to demonstrate an ability to communicate well in both writing and verbally; work well with others; edit, design and layout effectively under pressure.

Required License, Certificate and Registrations

Driver's License for the Province of British Columbia