



**SACRAMENTO REGIONAL TRANSIT DISTRICT
invites applications for the position of:**

Graphic Designer

SALARY: \$63,372.00 - \$88,716.00 Annually

DEPARTMENT: Marketing

**OPENING
DATE:** 03/07/23

**CLOSING
DATE:** 03/21/23 11:59 PM

**RECRUITMENT
TYPE:** Internal/External

DESCRIPTION:

The purpose of this position is to create and develop multimedia (print and electronic) projects for SacRT, including but not limited to illustration, photography, video animation and various print and layout techniques. This is accomplished by conceptualizing designs and illustrations for graphics art projects, assisting SacRT personnel (internal clients) with the development of graphic materials and video productions, preparing, proofing, and editing documents for print, and bidding, evaluating, and procuring equipment and services. Ensure SacRT's branding is consistent across all multimedia channels.

EXAMPLES OF DUTIES:

- Provide visual communication solutions for SacRT by conceptualizing design, illustration, and layout for graphic projects in print and electronic media; creating presentations; coordinate with internal teams, including marketing, in the design concept phase through completion of a project that may include the development of graphic material and video production; proofing, editing, and preparing artwork for print; designing, creating, and developing storyboards; photography; electronic artwork; computer generated images, maps, and animation; and develop material for internet/intranet web pages, interactive media and multimedia projects.
- Completes administrative tasks by organizing and planning all phases of multimedia projects, reviewing work for clarity and completeness, contacting SacRT staff in support of project deadlines, requisitions, print bids, etc., filing and storing artwork, printed samples, supplies, equipment, and photographs, purchasing graphics, computers, photography equipment, printing, and researching, purchasing, and supporting multimedia software. Other duties include photography, and a variety of administrative tasks, such as typing correspondence, printing, ordering office and production supplies, scheduling

meetings, calling for equipment repair, maintaining equipment inventories, and evaluating new equipment; and maintaining a cloud-based filing and naming system.

MINIMUM QUALIFICATIONS:

A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.

Education: Associate's degree, diploma or equivalent from an accredited college, technical, vocational, or correspondence school in Commercial Graphics Design or a closely related field. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.

Experience: A minimum of two (2) year of experience in graphics design including working in computer design, commercial graphics, print techniques and web site design.

Proof of education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application, if not substituting experience for the education requirement.

FILING INSTRUCTIONS/SUPPLEMENTAL INFORMATION:

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application is required for this position. Applications, job announcements, and copies of the complete job description are available at our website at www.sacrt.com.

A completed employment application and proof of education, as outlined above, must be submitted online no later than Tuesday, March 21st, 2023, at 11:59 p.m. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application but may be included with the application. For more information on benefits, please reference the Benefits tab. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.

SacRT is an Equal Opportunity EOE Employer - Minorities/Women/Disabled/Veterans.

This position falls under the AFSCME, Local 146 Collective Bargaining Agreement.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.sacrt.com/>

Position #2023-00808IE
GRAPHIC DESIGNER
CW

1400 29th Street
Sacramento, CA 95812
9165560298

Graphic Designer Supplemental Questionnaire

- * 1. Please describe, in detail, your graphics design work experience in the following areas. In your response, include the employer and number of years/months you performed the duties. - All visual elements supporting a marketing campaign, which include, print (such as posters, brochures, flyers, newsletters, window clings), social media, large format designs (e.g., billboards), - Digital graphic production, - Wayfinding signage

 - * 2. Please describe, in detail, your graphics design work experience using the following software. In your response, include the employer and number of years/months you performed the duties. - Adobe Acrobat, In-Design, - Illustrator, Photoshop, - Word Press, - Dreamweaver

 - * 3. Please describe, in detail from start to finish, your work experience creating, organizing, planning and developing multimedia projects (include experience working with clients and print vendors). In your description, include the employer and number of years/months you performed the duties.
- * Required Question