

City of Mason
Employment Opportunity
For
Marketing/Graphic Design Coordinator

Hiring Range:	\$17.14 - \$19.30	Classification:	Classified
Reports To:	Public Information Officer	FLSA:	Non-Exempt
Posted:	August 2021	Department:	Administration
Working Hours:	25 hrs. Per week	Status:	Part Time

General Statement of Duties and Distinguishing Features of Class

This position is responsible for the overall design promotion of programs, events and services offered by the City of Mason. Under the direction of the Public Information Officer, the Marketing/Graphic Design Coordinator is responsible for the coordination of graphic design, public relations, advertising and promotion of the City's programs, services, events and facilities.

Examples of Work (Illustrative Only)

- Coordinate the preparation, layout, production and distribution of printed and electronic publications.
- Identify creative and effective promotion and publicity strategies to increase attendance and participation in city events and programs.
- Maintain open line of communications with the various City Departments to efficiently coordinate the department's publicity efforts.
- Attend City sponsored programs and events to assist with on-site coordination of media relations, promotions, etc., as needed.
- Upholds the policies and procedures of the City of Mason.
- Perform related duties and responsibilities as required.

Skills, Knowledge, and Abilities: The following is preferred:

- Considerable knowledge of the operation of City of Mason programs and services.
- Substantial experience with word processing, desktop publishing and graphic art computer applications such as Adobe Illustrator, Photoshop, and Adobe Premiere.
- Ability to exercise good judgment and function within broad guidelines with minimal direction or supervision.
- Ability to work a flexible schedule (including evenings, weekends & holidays), based on the City's programming and event needs.
- Communicate professionally in-person, in writing, and other mediums; and
- Proficient on computers and software programs.

Physical Requirements:

- Able to sit for extended periods of time working on keyboarding activities, entering data, creating documents, etc.
- Lift up to 30 lbs. of materials independently.
- Normal visual acuity to see objects up close or at a distance, with or without correction, or with or without reasonable accommodation.
- Auditory acuity to hear cell phones, telephones, etc. with or without reasonable accommodation.
- Manual dexterity to perform clerical tasks such as filing, keyboarding, etc.
- Ability to mentally handle associated tasks, problems, solutions, and all other mental tasks associated with positions of this nature.

I understand this position is a position at will, and nothing in this job description and no oral statements made to me in connection with this job description can be construed as a contract of employment.