



LEE COUNTY TAX COLLECTOR
invites applications for the position of:

Graphic Designer

SALARY:	\$44,044.00 - \$54,924.00 Annually
DEPARTMENT:	Communications
OPENING DATE:	04/25/22
CLOSING DATE:	05/09/22 11:59 PM
DESCRIPTION:	

The Lee County Tax Collector strives to be an employer of choice where employees turn jobs into long term careers.

If you are a creative, innovative collaborator who can design materials with high visual impact that capture viewer's attention and communicate the right message, please keep reading! The Tax Collectors Office is looking for someone like you to join our growing Communications Team. This inventive and influential group is being built from the ground up to create compelling campaigns to support the purpose and values of the Tax Collector's Office while educating and informing customers about our work. The position comes with competitive pay, generous benefits, and employer contributions to multiple retirement plans.

MAIN RESPONSIBILITIES:

IN THIS POSITION YOU WOULD:

- Lead all graphic projects and initiatives to increase brand awareness for the Tax Collector's Office.
- Design and prepare a variety of creative, engaging, and informative materials e.g., brochures, reports, pamphlets, posters, display panels, advertisements, presentations, maps, charts, and diagrams for digital and print materials.
- Lead creation of graphic plans and designs utilizing the ideas and feedback from clients and involved stakeholders.
- Create video, multimedia, and static visuals for digital media platforms, speaking engagements, presentations, and events.
- Oversee multiple projects in various stages of production from conception through completion, e.g., establishing project timelines, assigning priorities.
- Collaborate with departments to stay proactive of key developments and issues to ensure desired project outcomes and timely, effective messaging.
- Maintain current knowledge of trends and technology developments in the industry for application to areas of responsibility.
- Proofread for accuracy; amend designs after feedback.
- Provide necessary graphic production and technology support during crisis communication events.
- Assist in the maintenance of a multimedia archive.
- Assist with multimedia-related competitions and awards opportunities.
- Make recommendations for upgrades to hardware, applications, and other technology-related purchases.
- Perform all other duties and/or additional work as assigned.

QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

- Associate's degree or graphic design certification supplemented by a minimum three (3) years demonstrated technical experience specific to producing high quality graphics for television, print and web media; or equivalent combination of education, certification and/or experience.
- Experience and skill in all phases of project design, coordination and production.

PREFERRED QUALIFICATIONS:

- Bachelor's degree with two (2) years college-level coursework in graphic design related subjects preferred

SUPPLEMENTAL INFORMATION:

KNOWLEDGE, SKILLS, AND ABILITIES:

- Skill in creative writing and ability to communicate clearly and concisely, both orally and in writing.
- Ability to develop communication plans, creative concepts, messages, and visual appearances to achieve desired objectives and branding.
- Knowledge of principles, practices and techniques of marketing, public information, public relations, and media relations.
- Ability to utilize customer analytics and metrics in decision making.
- Knowledge of laws, rules, regulations, and policies as they pertain to Lee County Tax Collector operations.
- Knowledge of and experience with industry-standard equipment, materials, practices, computers, and applications.
- Considerable knowledge of Adobe Creative Cloud software including Dreamweaver, Photoshop, Illustrator, InDesign, After Effects, Audition and Premier Pro.
- Knowledge of Social Media analytics, SEO and web traffic metrics, techniques, and best practices.
- Ability to use analytics in decision-making.
- Ability to respond to customer needs and requests professionally and effectively.
- Ability to work independently and manage multiple projects concurrently.
- Ability to establish and maintain effective and cooperative working relationships.

The salary may vary depending on qualifications and experience. New Employees are hired at, or near the entry point shown, depending on qualifications and relevant experience.

2480 Thompson St
Fort Myers, FL 33901

Position #2022-00007
GRAPHIC DESIGNER
YS

careers@leetc.com

Graphic Designer Supplemental Questionnaire

- * 1. Do you have an Associate's degree or graphic design certification?
 Yes No

- 2. Do you have a Bachelor's degree with two (2) years college-level coursework in graphic design related subjects?
 Yes No

- * 3. Do you have 3 or more years' of demonstrated technical experience specific to producing high quality graphics for television, print and web media?
 Yes No

- 4. If you answered "yes" to the question above, please list the relevant experience.

* 5. Do you have experience and skill in all phases of project design, coordination and production?

Yes No

* 6. Do you have considerable knowledge and experience using Adobe Creative Cloud software including Dreamweaver, Photoshop, Illustrator, InDesign, After Effects, Audition and Premier Pro?

Yes No

7. If you answered "yes" to the question above, please describe your relevant experience.

* Required Question