

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



GRAPHICS/MULTIMEDIA SPECIALIST – P/T

JOB CODE: 30275	PAY GRADE: 13	PAY RANGE: \$19.03 – \$30.46/HR.
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GENERAL DESCRIPTION

Under the supervision of External Legislative Affairs Manager, the main focus of this position is to serve as a primary creative advisor involved in the development of a variety of print communications and multimedia products, including photo, video, and interactive materials. The position works with the Information Technology Bureau in the design and management of the agency websites. Work is reviewed through observation and results obtained.

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Produces graphic design and multi-media related material to convey or promote a Sheriff's Office program;
- Assists in the design and maintenance of the agency's internal and external websites; social media accounts; establishes contacts within the agency to develop information for websites and informational materials;
- Maintains a working knowledge of multimedia industry trends and techniques and establishes professional contacts within the industry;
- Collaborates with agency staff in the creation of print and electronic informational materials;
- Responsible for agency photography for ceremonies and presentations
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.



QUALIFICATIONS

- Graduation from an accredited college or university with an Associate's Degree in Digital Media, Digital Arts & Design, Graphic Design, Web Design & Development, Visual Arts & Design or certification program of comparable length
- Two (2) years' related experience in design technology and application
- Through work history, must demonstrate experience with Microsoft Visual Studio Express, Adobe, Wordpress CMS, social media management, Digital SLR cameras, and various video editing equipment/software
- Working knowledge of website design and development, including CSS, HTML, ASP.NET
- Or equivalent combination of education and experience
- A writing sample will be required to assess above average writing skills
- A Microsoft Office Professional test will be administered to assess skill
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of graphics design and computer graphics programs to create and design print and multimedia materials, as well as provide design input and material for the agency's internal and external websites
- Knowledge of and skill in website design and maintenance, and the ability to assist and collaborate with personnel in Computer Services in the design and maintenance of agency websites
- Knowledge of accepted industry standards in photography and the programs best suited for the job
- Ability to manage the progress of assigned projects in an organized and independent fashion without requiring close supervision while meeting established deadlines and often on short notice
- Ability to design and develop finished products with little more than basic information from the in-house "customer" while creating such informational materials to meet established deadlines and often on short notice
- Photography and digital photo editing skills
- Communication skills, both verbal and written, to articulate design concepts and proposals, and complete work responsibilities in every facet of position's workload
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 8 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Drive up to 1 hour per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, reach, or twist