

Job Opening
April 8, 2016

JOB TITLE: Web and Graphic Support Specialist
DEPARTMENT: Innovation & Broadband

LOCATION: Albany, NY

BASIC FUNCTION:

Under the direction of Department Directors, provide support by producing design solutions for various projects, including but not limited to annual reports, brochures, and the NYS Broadband Website. Also responsible for publishing updates to the Broadband website.

WORK PERFORMED:

- Format marketing material in both printed and web format for the NYS Broadband Program office, including layout, design and content.
- Format PowerPoint presentations, interoffice memos, format summary tabular data, mapping materials, formatting of web graphics, and graphics for promotional materials
- Post content to the NYS Broadband website. Provide web services to ensure graphics and information on websites are up-to-date and relevant to the Director of Outreach
- Provide summary data in accessible format for the Director of Finance and Broadband Program Office senior staff as requested
- Assist with ad hoc projects involving web design, digital and print communication.
- Provide additional support to the Broadband Program Office as requested.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's Degree in Computer Sciences, Graphic Design Certification or equivalent experience required.

Relevant work experience required:

- Graduate of graphic design with minimum of 2 years production level experience with a creative, diverse skill set in both print and web format.
- HTML 4-5, PowerPoint, Geographic Information Systems, CSS 3, Responsive web design, Drupal 7 and 8 (Acquia Cloud), Git hub (code repository), Familiar with various accessibility compliance guidelines, Ability to work with established written and visual style guides, Browser stack testing, Google Analytics (optimize content for indexing/search)
- Experience multitasking and responding swiftly to requests.
- Experience working effectively under pressure.

Knowledge required: Independently synthesize word products into design. Ability to brainstorm ideas to enhance program development. Excellent time management and prioritization skills.

APPROXIMATE HIRING SALARY: \$40,000-46,000

INQUIRE

Leah Schanke, AVP - Human Resources Dept., ESD Corporation

DEADLINE: At least two weeks or until the position is filled.

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

AN EQUAL OPPORTUNITY EMPLOYER