Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Graphic Design Technician

JOB CODE	JOB FAMILY	PROFILE
JCV416	**Communications and Public Affairs**	**Graphic Design Technician**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$21.15 - $30.13**	**February 13, 2026**

The Graphic Design Technician performs administrative and business-related duties in support of the department. This includes designing or creating graphics to meet county or departmental needs, such as marketing materials or pamphlets.

Job Description

DUTIES AND RESPONSIBILITIES

- Provides graphic design services, to include, but not be limited to brochures, flyers, posters, displays, newsletters, invitations, and pamphlets as assigned.
- Duplicate materials in-house or confer with printers regarding stock, colors, and other details. Obtain price quotes and delivery information from outside printing and graphic vendors.
- Plans concept for a design by researching information and gathering materials.
- Coordinates with other Graphic Specialists on project requirements and any operational constraints, and as assigned.
- May combine a wide range of graphic designs and layouts to support a project.
- Reviews final layouts and suggests improvements as needed.
- Utilize word processing and publishing techniques to produce internal reports and maintain logs and records of work performed.

- Coordinates with customer on project requirements.
- Provides printing services as needed.
- Attend meetings as a representative of the department.
- Orders supplies and equipment.
- Perform administrative duties as required.
- Perform other job-related duties as required or assigned.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Two (2) years of related work experience.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Most essential duties are performed indoors in a temperature-controlled office environment.
- Work is typically performed on dry, even surfaces such as carpet or tile.
- The role involves both independent work and occasional collaboration with others.
- Occasional travel to remote or off-site locations may expose the employee to natural weather conditions.

EQUIPMENT, TOOLS, AND MATERIALS

- Commonly used equipment includes computers, graphic design software and tools, printers, telephones, photocopiers, fax machines, and calculators.
- Materials handled include office forms, reports, visual displays, presentation boards, projectors, cameras, and a variety of standard office and graphic art supplies.