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

Graphic Designer

JOB CODE	JOB FAMILY	PROFILE
JCP107	**Communications and Public Affairs**	**Graphic Designer**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$22.81 - $36.01**	**March 9, 2026**

The Graphic Designer creates high-quality visual materials to support County communications and outreach efforts. This role works closely with departments to develop brochures, flyers, posters, newsletters, digital graphics, and other visual content. The Graphic Designer advises on design strategy, layout, branding, and production methods, and ensures materials align with project goals and County standards. The position also coordinates with print vendors, maintains design tools and supplies, and supports web content creation and public information efforts.

Job Description

DUTIES AND RESPONSIBILITIES

- Design and produce brochures, flyers, newsletters, posters, and other materials using computer-based tools; create custom graphics.
- Assist web staff by preparing visual content for internal and external websites.
- Develop marketing materials and displays; determine layout, size, and arrangement based on available space and aesthetic principles.
- Consult with departments on budgets, objectives, style, layout, printing techniques, and production timelines.
- Edit and format materials using desktop publishing tools; advise departments on graphic presentation approaches.

- Duplicate materials in-house or coordinate with outside printers regarding paper stock, color, pricing, and delivery.
- Prepare and distribute information for public presentations and outreach.
- Create visual content using other media formats such as slides, transparencies, or video when needed.
- Produce internal reports and maintain records of completed design projects.
- Train staff on new design software and techniques.
- Manage art supply inventory and assist with developing the department’s graphic design budget.
- Support the Public Information Director and Public Information Specialists with media requests.
- Participate in and support the County's Pathway to Excellence (PTE) initiative; contribute to continuous improvement efforts in printing, graphics, and customer service.
- *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

- Bachelor’s degree in Graphic Design, Journalism, Marketing, Communications, Public Relations, or a related field.
- One (1) year of related work experience in conventional and computerized graphic design, desktop publishing, or graphic presentation.

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

SUPPLEMENTAL INFORMATION

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.
- Availability to work flexible hours, including evenings or weekends as needed.

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.