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Graphic Designer Senior

JOB CODE	JOB FAMILY	PROFILE
JCP222	**Communications and Public Affairs**	**Graphic Designer Senior**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$25.97 - $41.04**	**August 28, 2026**

The Senior Graphic Designer serves as the primary point of contact for design and print requests, overseeing complex graphic design projects and ensuring alignment with County branding guidelines. This role consults with departments on presentation styles, production requirements, layout, and print specifications. The Senior Graphic Designer manages design work from concept through completion, coordinates with internal and external stakeholders, and supports Business Center services including printing, mail, parcel intake, and office supply coordination.

Job Description

DUTIES AND RESPONSIBILITIES

- Oversee graphic design requests for assigned facilities, including Business Center services such as copy room operations, mail and parcel intake, and office supply coordination. Assign or fulfill design work as needed.
- Design and execute complex graphic projects to meet departmental needs and ensure compliance with County branding standards.
- Create brochures, flyers, newsletters, and other materials using design software; develop custom graphics as needed.
- Determine layout, size, and arrangement of visual elements based on available space, design principles, and aesthetic objectives.
- Act as the primary liaison between departments and the graphic design team for design and print projects.

- Support Communications Services staff with daily media requests and assist with content updates for internal and external web pages.
- Consult with departments regarding project scope, budget, design approach, printing techniques, and other production factors.
- Serve as the lead coordinator for graphic design projects between the Alvarado Business Center and the remote Design/Print shop.
- Participate in the development and awarding of graphic design and print service contracts.
- Develop and maintain pricing strategies for design and printing services.
- Review design drafts with other team members to ensure alignment with project goals and expectations.
- Track progress of design and printing projects and provide updates to requesting departments.
- Manage and report cost analysis data related to design and printing work.
- Prepare and maintain records, logs, and files related to Business Center operations.
- Assist with completing print and copy requests as part of Business Center services.
- Support inventory management for office supplies within the Business Center.
- Assist with daily mail and parcel handling tasks as part of Business Center services.
- Represent the department in supporting the County's Pathway to Excellence (PTE) initiative and contribute to continuous improvement efforts related to Business Center, design, printing, and customer service processes.
- *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.
- Two (2) years of related work experience broadcasting, or web publication.

*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.
- Must be able to work flexible hours.

WORKING CONDITIONS

- All essential duties are performed primarily indoors. Indoor duties are performed in a temperature-controlled environment.
- Typically, indoor duties are performed on an even surface, which may be concrete, tile, wood or carpet.
- Potential hazards include exposure to fumes/odors from chemicals, fluorescent bulbs, adhesives, etc.
- Worker is exposed to natural weather conditions while doing remote locations.
- Work hazards or potential work hazards include heavy lifting, operation of equipment, and other hazards inherent in work performed in a print and mail room setting.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes computer, desk phone, calculator, printer, binding machine, laminating machine, scanner, and mail sorting equipment.
- Materials and products handled in the course of performing essential duties include files, forms, reports, various other paperwork, display boards, projectors, cameras, and a wide variety of basic office supplies.