

Job Title: Graphic Design Specialist
Department: Community and Government Relations
Reports to: Conservation & Creative Manager

FLSA Status: Exempt
Classification: Creative Professional
Supervises: No

Position summary: Under general direction, this position will be responsible for conceptual design and production of TRWD marketing materials to include, but not limited to, branding, printed collateral, website design, presentations, infographics, and email marketing campaigns.

Required skills and experience:

- 2- 4 years of graphic design experience including initial concept through completion
- Ability to effectively communicate concepts by graphic and visual means
- Advanced level experience of Adobe Creative Suite (InDesign, Illustrator, Photoshop, Lightroom, etc.)
- Working knowledge of photo editing
- Proficient skills in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook)
- High School Diploma or GED
- Valid Texas Driver License

Only applicants with sample portfolios will be considered for the position.

Qualifications desired:

- Degreed professional in Graphic Arts or Multimedia Design
- Project Management
- Ability to create original illustrations
- Knowledge of web design, HTML
- Photography and/or audio visual production skills a plus
- Versed in typography, color theory, flow, and composition
- Good copywriting skills

Essential functions and responsibilities:

- Primarily responsible for conceptualization, layout, design and production of print and digital marketing materials for the Tarrant Regional Water District (i.e. print ads, brochures, flyers, banners, signage, infographics, PowerPoint presentations, and website graphics).
- Review jobs for quality, brand adherence, accuracy, and completeness.

Nonessential functions, skills and experience:

- Perform other related duties as assigned

Success factors/job competencies:

- Creativity, technical savvy, teamwork, and a passion for design challenges, are essential.

- Detail oriented and self-motivated with strong time management skills, proven project management skills, and ability to meet deadlines as assigned.
- Ability to communicate effectively with all levels of employees and external customers.
- Ability to work effectively with internal team members during the creative review process.
- Flexibility – ability to adapt and redirect efforts at any phase of the project
- Ability to work independently.
- Excellent written and oral communication skills.
- Comfortable working in a fast-paced environment.
- Positive attitude and desire to perform at a higher standard.

Physical demands and work environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical demands:** While performing duties of job, employee is occasionally required to stand; walk; sit; use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; balance; stoop; talk or hear. Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Work environment:** While performing the duties of this job, the employee typically resides within an office or cubicle and may have occasional field work that will expose the employee to weather conditions prevalent at the time.