

# NEVADA LEGISLATIVE COUNSEL BUREAU RESEARCH DIVISION

## CARSON CITY, NEVADA

### SENIOR GRAPHIC DESIGNER AND PUBLICATION COORDINATOR

The Legislative Counsel Bureau (LCB) is the full-time, central, nonpartisan staff of the Nevada State Legislature. The Senior Graphic Designer and Publication Coordinator is assigned to the LCB's Research Division and, with oversight from the Division's management, is responsible for leading the design and presentation of publications for print and electronic publication. The Senior Graphic Designer and Publication Coordinator manages and provides guidance and advice on the creative direction for the Division's work products and assists in the implementation and modernization of brand guidelines established for the Research Division. He or she also coordinates the production of major documents and serve as the Division's liaison to the State Printing Office. All work is performed on a professional, nonpartisan basis.

The Research Division is seeking a new Senior Graphic Designer and Publications Coordinator to join its team. Successful candidates will design a wide variety of documents and products for print and uploading to the LCB website. To be successful in this position, the candidate must be a self-starter, be capable of delivering creative ideas and solutions while working in a team environment, and demonstrate meticulous attention to detail.

Minimum qualifications for this position include a bachelor's degree from an accredited college or university in graphic design or a closely related field, with course work in design and production. In addition, two years of experience performing graphic arts and design work using graphics software in the design of professional reports, brochures, catalogs, books, instructional materials, and/or other publications is required. Alternatively, consideration may be given to applicants holding an associate's degree from an accredited college in graphic design or closely related field with course work in design and production, and at least three years of experience as described above, or an equivalent combination of education and experience.

The start date for this permanent position will be on or around November 16, 2020. Additional details and duties of the position are set forth on the following pages.

### SALARY AND BENEFITS

The salary range for this position is \$42,888 to \$72,871 annually (Grade 34). The starting salary will depend on experience and the retirement option selected. Benefits include paid holidays, annual leave (after the appropriate waiting period), sick leave, a retirement plan, and health insurance.

Applicants must submit a Legislative Counsel Bureau Employment Application ([click here](#)) and a letter of interest with résumé and work samples (via link to online portfolio or electronic attachment) to: Human Resources, Legislative Counsel Bureau (775/684-6966). Application materials may be submitted via email: [LCBHR@lcb.state.nv.us](mailto:LCBHR@lcb.state.nv.us), using Microsoft Word or Adobe PDF format for attachments; mail: 401 South Carson Street, Carson City, Nevada 89701-4747; or fax: 775/684-6965.

### CLOSING DATE: MONDAY, OCTOBER 19, 2020, AT 5 P.M.

NOTE: The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate based on race, creed, color, national origin, sex, sexual orientation, gender identity or expression, age, political affiliation, or disability.

# **SENIOR GRAPHIC DESIGNER AND PUBLICATION COORDINATOR (Grade 34)**

**Research Division, Legislative Counsel Bureau  
Carson City, Nevada**

## **DEFINITION OF CLASS**

Under direction of the Manager of Publications and Production Services, the Senior Graphic Designer and Publication Coordinator leads the design and presentation of Research Division publications for print and electronic publication (typically in Adobe PDF) to the Nevada Legislature's website. He or she coordinates the production of major documents, serves as the Division's liaison to the State Printing Office (SPO) of the Legislative Counsel Bureau (LCB), and provides input to appropriate Division staff on printing specifications and timelines for publishing Division publications. The Senior Graphic Designer and Publication Coordinator designs a wide variety of documents and products, manages and provides guidance and advice on the creative direction of the Division's work products, and assists in the implementation and modernization of brand guidelines established for the Research Division. All work is performed on a professional, nonpartisan basis.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

A bachelor's degree from an accredited college or university in graphic design or a closely related field, with course work in design and production, and two years of experience performing graphic arts and design work using graphics software in the design of professional reports, brochures, catalogs, books, instructional materials, and/or other publications is required. Alternatively, an associate's degree from an accredited college in graphic design or closely related field with course work in design and production, and at least three years of experience as described above, or an equivalent combination of education and experience is required. Previous work in the public sector and with elected officials is desirable, but not required.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

The Senior Graphic Designer and Publication Coordinator must possess strong graphic design skills and detailed knowledge of: art production; page layout; general design principles; Adobe Creative Cloud applications (including InDesign, Illustrator, Photoshop, and Acrobat); print production; and trademark and copyright permissions when procuring graphics.

The Senior Graphic Designer and Publication Coordinator must also have the ability to:

- Lay in existing content;
- Create and manipulate infographics and other visual elements;
- Create content across different (primarily print) media including pamphlets, fact sheets, policy reports, books, and other work products;
- Work closely with other Division staff to collaborate on effective methods for clearly communicating complex information in a visual format;
- When appropriate, modify layouts to various programs including Adobe InDesign and Microsoft PowerPoint and Word;

- Communicate design choices clearly and explain technical information or methods related to art production or printing to coworkers;
- Field questions concerning deadlines, printing specifications, and budget; and
- Revise procedures to increase effectiveness of operations.

Familiarity with ADA compliance as it relates to publications created in various applications and converted to PDF format is a plus.

The position requires a person who is able to work under pressure to produce a significant quantity of work products of superior quality within specific deadlines. The Senior Graphic Designer and Publication Coordinator must also be a flexible team player who is able to work collaboratively to develop creative solutions, and to give and receive constructive criticism. He or she must possess excellent written and verbal communication skills and have demonstrated ability to work well with a broad range of people, including colleagues and printing vendors outside of the LCB, without letting personal opinions or positions influence work procedures or products. This position also requires a person with keen attention to detail and exemplary time management skills.

Additionally, the Senior Graphic Designer and Publication Coordinator requires a working knowledge of the Division's mission and goals; the ability to work effectively with LCB staff and promote the image of the agency; the capability to adapt and follow the rules, policies, and procedures established by the Research Division and the LCB, and to become familiar with Nevada state government and various government publications; and the ability to establish and maintain courteous, effective relationships with other employees, legislators, representatives of governmental agencies, and the public.

## EXAMPLES OF DUTIES

The list below is only a partial description and is not restrictive as to the duties required.

- Design brochures, manuals, policy reports, and other legislative publications using a variety of page layout software to set size specifications, typography, pagination and other graphic elements;
- Develop a visual concept that is aesthetic, practical, and communicative;
- Determine appropriate placement of text, photos and illustrations;
- Lay out copy and graphic elements in keeping with project goals, target audiences, and content editors' direction;
- Develop a high level of familiarity with the Division's branding guide, and work with elements of the guide when creating branded publications;
- Create and manipulate infographics and other visual elements;
- Produce press-ready artwork;
- Prepare preliminary details of design work in conformance with Division standards;
- Discuss art concepts and create mock-ups for final approval;
- Coordinate design details, assignments, and projects by collaborating with staff members and management to meet deadlines;
- Coordinate the final printing and publishing of the Division's various documents and publications with SPO; and
- Ensure conformity with Division's design standards and formats by understanding the Division's mission and goals and the impact material has on the agency's public image.

Revised: September 2020