



*COUNTY of CUMBERLAND*  
**JOB VACANCY ANNOUNCEMENT**

POSTED: NOVEMBER 28, 2011

<u>POSITION TITLE</u>	<u>TYPE APPOINTMENT</u>	<u>SALARY</u>	<u>GRADE</u>
<b>COMPUTING SUPPORT TECHNICIAN II ( GRAPHIC DESIGNER )</b>	<b>FULL-TIME</b>	<b>\$30,805</b>	<b>63</b>
<u>DEPARTMENT/LOCATION</u>	<u>POSITION NUMBER</u>	<u>CLOSING DATE</u>	
<b>CROWN CENTER</b>	<b>CCC0055</b>	<b>DECEMBER 9, 2011</b>	

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

Three (3) years experience in graphic design, marketing or advertising; or Vocational/Technical degree with training emphasis in graphic design, marketing, or advertising with 2 years experience; or an equivalent combination of education, training, and experience. Proficiency in the use of Illustrator, InDesign and Photoshop are required. Knowledge of photography preferred.

**HOW TO APPLY:**

We now only accept on-line applications. You may complete the application from our website at [www.co.cumberland.nc.us/jobs](http://www.co.cumberland.nc.us/jobs). Resumes will not be accepted in lieu of a completed county application. If a NC ESC testing is required, you may mail, fax or bring it to our office. Our mailing address is P.O. Box 1829, Fayetteville, NC 28301; fax number is: 910-323-6135; our office is located at the Cumberland County Courthouse, 117 Dick Street, Room 25. Computers are available in our office, for those who need access to apply. Applications must be received by 5:00 PM of the closing date of the position.

**CONDITIONS OF EMPLOYMENT:**

Selected applicant must have or obtain, and maintain a valid North Carolina driver's license with an acceptable driving record; background check with local law enforcement agency required; and must submit to a drug-screening test and receive a negative result for the use of drugs specified in the county policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

**GENERAL POSITION DESCRIPTION AND DUTIES:**

The purpose of the position is to perform graphic design and administrative work in support of the public information, communications, and marketing efforts of the Crown Center. An employee in this class prepares and presents creative concepts and marketing strategies in support of The Crown Center's special promotions, events and other visual-oriented projects. Works with a full range of digital images and digital video to produce print advertisements, posters, brochures, menus, signage, electronic marquees, electronic scoreboard, direct mail, video, website and other promotional items as needed. Initiates the process of contracting for outside graphic design, print media, print production, broadcast, and multi-media support for marketing/advertising materials as necessary. Performs related work as required.

**KNOWLEDGE OF WORK PERFORMANCE INDICATORS:**

Has thorough knowledge of the methods, procedures and policies of Cumberland County as such pertain to the performance of the essential duties of the Communications Officer. Has considerable knowledge and ability to use correct grammar, vocabulary, and spelling as well as ability to independently compose publicity and informational materials such as press releases, memoranda, and reports. Has working knowledge of principles and practices of public relations, and promotional activities and techniques. Has working knowledge of the laws, ordinances, standards and regulations pertaining to the entertainment industry and Fayetteville attractions, facilities, and restaurants in order to present enthusiastic and quality promotion and informational materials. Has working knowledge of the organization of the department, and of related departments and agencies. Clearly understands the occupational hazards and safety precautions required to perform the essential functions of the work. Has considerable knowledge of terminology and related professional languages used within the department, as such pertains to work responsibilities. Has the ability to represent the Crown Center in a positive professional manner and to make presentations and communicate clearly and effectively. Know how to maintain cooperative and effective relationships with intra- and inter-departmental personnel, as well as any external entities with which position interacts.

**THE COUNTY OF CUMBERLAND HIRES ONLY UNITED STATES CITIZENS AND LAWFULLY AUTHORIZED ALIENS WHO  
ARE IN COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF NOVEMBER 6, 1986.**  
CURRENT VACANCIES ARE ALSO LISTED ON OUR 24-HOUR JOB SERVICE LINE AT 678-7657 AND ON OUR WEBSITE – [www.co.cumberland.nc.us](http://www.co.cumberland.nc.us)  
**AN EQUAL OPPORTUNITY EMPLOYER.**