

CITY OF HAMILTON

PUBLIC HEALTH SERVICES (HEALTHY LIVING DIVISION – LOCATION – 1447 UPPER OTTAWA ST.)

DESKTOP PUBLISHER - CUPE 5167

SUMMARY OF DUTIES

Reporting to a Program Manager. Performs graphic design and administrative duties for the Resource Centre associated with the Healthy Living Division.

GENERAL DUTIES

Creates, designs, concepts illustration and graphic design products for communication materials such as reports, newsletters, displays, advertisements, bulletins, story boards, large street banners, billboards, bus shelters, backlight posters, PowerPoint presentations and brochures for Division.

Liaises and meets with internal and external clients and stakeholders to discuss marketing strategies and layout design.

Consults and meets with staff and outside community partners to create and design artwork for professional health promotion materials.

Designs project specific artwork and layout in consultation with program staff and modify existing artwork and layouts as required.

Manipulates images, creates images from concepts, searches for photos and font libraries; researches graphic design techniques.

Obtains quotes for printing projects for Division staff. Consults with outside City approved print companies. Arranges for printing once design is complete and approved. Send files to printer in print ready format and inspects final products.

Collaborates with staff in preparing exhibits for special events.

Makes suggestions with regard to style and documents consistency as well as corporate and department identity.

Matches the design requirements with the most appropriate vendors/services providers and advises staff accordingly.

Consults with program staff to ensure the accuracy/integrity of program resources. Updates materials, forwards for review/approval.

Ensures equipment (e.g. laminator, large format printer, etc.) and software used to perform desktop publishing work are maintained in good working condition with sufficient operating supplies (e.g. ink, paper, laminating film).

Orders pre-printed stock from outside agencies.

Distributes resources as requested. Locates, customizes and emails electronic materials as required.

Prepares, forwards and tracks documents to be translated. Reformats translated documents as required and shares with other health units as required. Researches the availability of translated documents and stock where available.

Maintains database for Resource Centre service indicators; compiles and summarizes indicator statistics for Program

reports.

Maintains current list of resource material suppliers.

Operates equipment such as an electric lift as required.

Assists with webpage updates as required.

Maintains a docket system to track all graphic assignments.

Works in accordance with the provisions of applicable health and safety legislation and all City of Hamilton corporate and departmental policies and procedures related to occupational health and safety.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Developed understanding and knowledge in graphic design and presentation normally obtained through the completion of a community college diploma in Applied Art, Fine Art, Graphic Design or an equivalent combination of education and relevant advanced graphic design work experience.
2. Experience in graphic design principles using visualization and conceptual skills and artistic ability.
3. Experience in a computerized environment. Must possess excellent computer skills with above average knowledge of Microsoft Office XP software (Microsoft Outlook, Word, Excel, Access and PowerPoint.)
4. Working knowledge and experience using graphic computer programs such as Creative Suite (InDesign, Illustrator, Photoshop).
5. Previous experience producing and designing materials for web updates and graphic projects.
6. Demonstrated ability to interact professionally with public, medical professionals and community based agencies.
7. Must be proficient in Business English and possess good organizational skills.
8. Must possess excellent grammar and spelling skills.
9. Must possess initiative, good judgement and the ability to provide guidance and take leadership role when necessary.