

EDUCATION and/or EXPERIENCE

An associate's degree in graphic design, art or related field is required. demonstrated ability to design web pages and communicate information using web page design and publishing tools is required.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. The ability to write reports, business correspondence, and procedure manuals, effectively present information, respond to questions from groups of managers, clients, customers, and the general public.

REASONING ABILITY

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

None required

PHYSICAL DEMANDS

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

- Often in a stationary position for the majority of the working time
- Occasionally move about inside the office to access printers or other office supplies/machines
- Constantly operate a computer and other office productivity machinery
- Frequently communicates verbally and in electronic exchange with co-workers and supported agencies with regard to requirements capture, design documentation and resulting work product
- Frequently identifies and corrects typographical errors and design mistakes within their own work product or others

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standard professional office environment
- Standard hours for position are 8AM to 5PM EST
- Work assignments may require supplemental support outside of standard hours and include weekend hours
- Work will primarily be performed in the office

Data Center Benefits Summary:

Medical, Vision, Life, Mental Health, Direct Deposit, Credit Union, Deferred Comp, Retirement, Sick and Vacation Accrual, Tuition Reimbursement

Send resume, references, and salary requirements to:

FRANKLIN COUNTY DATA CENTER

Attn: Jessica Wilkins-Bibbs, Director, HR

373 S. High St. 9th Floor Columbus, OH 43215-4599

fcdejobs@franklincountyohio.gov

EOE

No Fees