

# JOB OPENING ANNOUNCEMENT

Apply On-line at <https://www.samtrans.com/about-samtrans/jobs>

Employment Hotline 650-508-6308

September 30, 2022

**TITLE:** Graphic Designer  
**EMPLOYMENT TYPE:** Exempt (Full Time)  
**DIVISION:** Marketing & Communications  
**APPLICATION DEADLINE:** Monday, November 7, 2022  
**PAY RANGE:** \$1,043.82 - \$1,714.75 Weekly (\$54,279 - \$89,167 estimated annual)  
**WORK LOCATION:** San Carlos, CA

**GENERAL:** The Graphic Designer reports to the Manager, Marketing and Creative Services and is responsible for design layout, production of collaterals for publications on print, and digital communications for San Mateo County Transit (SamTrans), Peninsula Joint Powers Board (Caltrain), and the San Mateo County Transportation Authority (TA).

## **EXAMPLES OF ESSENTIAL FUNCTIONS:**

- Develop written and electronic copy for timetables, maps, newsletters, flyers, posters, brochures, and reports.
- Assist with the monitoring and adherence to brand standards.
- Ensure quality reproduction of project designs and conduct press checks with the vendor.
- Responsible for posting, reviewing, and editing content on the District websites utilizing the proprietary Content Management System and hand coding in HTML, when applicable.

## **EXAMPLES OF DUTIES:**

- Prepare electronic prints and Guide-A-Ride materials.
- Prepare layout brochures, newsletters, reports, flyers, forms, and other printed materials with text provided by the editor.
- Create sketches, maps, graphs, charts, posters, diagrams, final drawings, and photographs.
- Produce SamTrans and Caltrain shuttle schedules with coordination from Bus Contract Services.
- Scan, manipulate, and correct photographic images used in presentations, publications, multi-media, and public information releases.
- Operate single-lens reflex (SLR) camera at various locations capturing traffic, vehicles, and public events.
- Oversee the print production process with contracted vendors from upload to delivery.
- Perform all job duties and responsibilities in a safe manner to protect yourself, your fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Performs related duties as assigned.

**SUPERVISION:** Works under the direct supervision and guidance of the Manager, Marketing and Creative Services, who establishes goals and objectives, assigns tasks and responsibilities, monitors and evaluates performance.

**MINIMUM QUALIFICATIONS:** Sufficient education, training, and experience to demonstrate the knowledge and ability to successfully perform the essential functions of the position. Development of the required knowledge and abilities is typically obtained but not limited to:

- Two (2) years of progressive experience in graphic design using InDesign, Photoshop, and Illustrator

**PREFERRED QUALIFICATIONS:**

- Experience with HTML and print production processes, from concept to delivery.
- Ability to communicate effectively orally and in writing.

**SELECTION PROCESS MAY INCLUDE:** The process will include a panel interview and may include written and skills test assessments or supplemental questions. Only those candidates who are the most qualified will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to continue in the process.

**CURRENT EMPLOYMENT BENEFITS AT SAMTRANS:**

For additional information on SamTrans benefits, please visit, <https://www.samtrans.com/about-samtrans/jobs>

Holidays:	Seven (7) paid holidays, plus up to four (4) floating holidays per year
Time Off:	Paid Time Off: up to 26 days per year
Cafeteria Plans:	Medical, dental, vision care, group life insurance and more
Transportation:	Free Bus Transportation for employees and qualified dependents
Pension:	Social Security and California Public Employees Retirement Systems (CalPERS) <ul style="list-style-type: none"><li>• Classic Members – 2% @ 60 benefit formula, 3-year average of highest compensation</li><li>• New Members – 2% @ 62 benefit formula, 3-year average of highest compensation</li></ul>

**HOW TO APPLY:**

- To apply, please visit the <https://www.samtrans.com/about-samtrans/jobs>. Complete an online employment application by **11:59 p.m. on Monday, November 7, 2022**. A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308 or email written request to [hr@samtrans.com](mailto:hr@samtrans.com).
- SamTrans celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.