



**MONTGOMERY COUNTY PLANNING COMMISSION, P.O. BOX 311, NORRISTOWN, PA 19404-0311**

The Montgomery County Planning Commission (MCPC) is located in a diverse and historic suburban community of over 850,000 people located directly northwest of Philadelphia. The county is home to a variety of communities, including revitalizing boroughs and villages as well as scenic, rural townships. We are an award-winning agency with a well-earned reputation as an innovator of cutting edge planning concepts and strategies. Our mission is to provide professional planning services that provide effective solutions to community challenges. We are looking for an outgoing, technically proficient, and highly motivated individual to join our dynamic team of professional planners.

**POSITION TITLE:** PRINCIPAL GRAPHIC DESIGNER II FOR COMMUNICATIONS

**EXEMPT:** YES

**DEPARTMENT:** PLANNING COMMISSION

**POSITION REPORTING:** ASSISTANT DIRECTOR OF DESIGN & OUTREACH OR SECTION MANAGER OR ASSISTANT MANAGER OF DESIGN PLANNING & GRAPHIC DESIGN

**REMOTE WORK ELIGIBLE:** FLEXIBLE/HYBRID

**SALARY RANGE:** \$62,478 - \$83,304 (*depending on experience*)

**SUMMARY:** The position requires the individual to be proficient in communication skills, especially writing and editing, and the design and creation of high-quality and innovative publications, brochures, and newsletters for print and digital platforms. This position also requires the individual to be proficient in photography, videography, and website design and management.

**SPECIFIC DUTIES AND RESPONSIBILITIES** includes the following:

- Design, create, and maintain interactive digital forms, HTMLs, web pages, and social media posts
- Develop graphic ideas, themes, images, and logos to promote and brand an organization, program, or event
- Produce various types of graphic design products, including reports, brochures, newsletters, displays, graphs, charts, infographics, logos, and other forms of graphic design
- Coordinate with planning staff on graphic product development and production
- Coordinate with county print shop/outside vendors to implement product production
- Work with other county departments to produce publications and other materials
- Serve as an important professional information resource to the staff by providing graphic technical and design advice and training staff on selection and use of graphic software
- Create informational videos for the planning commission and other departments
- Prepare various meeting and event materials, including displays, signs, photographs, event programs, maps, and PowerPoint presentations
- Assist with Planning Smarter courses and events
- Develop copy for social media posts, press releases, the MCPC Monthly newsletter, the MCPC Annual Report, and other communications deliverables
- Manage multiple tasks and meet deadlines
- Work cooperatively with staff, general public, and local officials
- Actively engage in professional development activities
- Perform additional duties as assigned

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A 4-year college degree plus 8 or more years of experience or a 2-year college degree plus 10 or more years of experience in current or equivalent position or combination thereof
- Any equivalent combination of education and experience which provides the knowledge and abilities necessary to be successful in the position
- Excellent graphic design skills in various print and digital media, including HTMLs and video production
- Excellent communication and team leadership skills
- Excellent writing and editing skills
- Project management experience
- Ability to design and produce in a fast-paced environment, collaborate, and present and articulate design ideas while maintaining quality control
- Good analytical, organizational, logical thinking, and problem-solving abilities
- Ability to multitask and meet deadlines while maintaining attention to detail and quality control
- Ability to work independently as well as in a team environment
- High degree of technical knowledge in graphic design and office computer software, including proficiency in Adobe Creative Cloud, including InDesign, Illustrator, Premier Pro, and Photoshop, and the ability to stay up-to-date with upgrades or changes
- Possess a valid driver's license

**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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. Walking is required in field conditions with uneven terrain to perform site visits, acquire information, and perform inspections or to attend meetings. The employee is occasionally required to use hands to handle or feel objects. The employee is also required to kneel or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

The employee must be able to drive to various locations during the day or night and attend meetings that may last several hours.

**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 function. The noise level in the work environment is usually moderate.

**TO APPLY ONLINE:** Go to <https://www.governmentjobs.com/careers/montcopa> - fill out the application form under the job posting. Please submit a cover letter with your application.