



COMMONWEALTH OF PENNSYLVANIA

TREASURY DEPARTMENT

Job Posting – Graphic Production Artist I

Class Title: Graphic Production Artist I
Class Code: T3688
Office: Communications
Pay Range: 6 – Starting Salary \$46,083.00
Apply By Date: June 3, 2022
Work Hours: 8:00AM – 4:30PM
Work Location: Harrisburg – Finance Building

This position is headquartered in Harrisburg. You will have the opportunity to work from home (telework) up to 2 days a week, depending on workload requirements. Management may discontinue the telework arrangement at any time, for any reason. In order to telework, you must have a securely configured high-speed internet connection. You will be required to report to the headquarters office in Harrisburg when needed. If you are unable to telework, you will report daily to the headquarters office in Harrisburg.

THE POSITION

This position is responsible for all the printing of graphic materials and maintenance of the print room equipment for the Department as well as assisting in the graphic design of visual communication as assigned by the Department's Office of Communications. An employee in this position must possess an understanding of development and design, including graphic design and production.

Work includes meeting with program personnel to discuss and determine project objectives, designated project methods, and assure desired results. Employees work with a great deal of independence, and use ideas and program knowledge to prepare the requested work. Supervision is received from a superior who assigns work and reviews results for adherence to established objectives.

DESCRIPTION OF WORK

- Prints all graphic materials including brochures, flyers, and posters.
- Operates all print production equipment including printer, folder, cutter, and laminator.
- Maintains print production equipment.
- Responsible for poster mounting and document binding.
- Collaborates with colleagues across different bureaus within the Treasury Department.
- Coordinates with team members to develop the style, graphics, images, and other visual elements to fulfill project objectives.
- Participates in design of graphics, logos, advertisements, brochures and other forms of visual communication for print and social media.
- Coordinates with team members to develop new creative campaigns.
- Responsible for ordering and maintaining supply of ink, toner, and paper for all printing equipment.

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- Ensures delivered products and services adhere to the policies and standards of the Treasury Department.
- Adheres to tight deadlines with minimal guidance to successfully complete assignments.
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work effectively with Adobe Creative Programs and Microsoft Office.
- Knowledge of print production, prepress and binding.
- Ability to manage and prioritize projects based on deadlines.
- Excellent creative skills and ability to innovate on multiple platforms.
- Knowledge of the methods, techniques, and operations used to produce the desired visual effect and to conform with the specified printing method.
- Ability to express ideas clearly and concisely, orally and in writing.
- Ability to follow oral and written instructions.
- Ability to establish and maintain effective relationships with other Department employees.

MINIMUM EXPERIENCE AND TRAINING

- One year of technical experience in preparing graphic materials using multiple platforms; or
- One year of technical experience utilizing print production equipment; or
- Any equivalent experience and training.

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