

## JOB DESCRIPTION

Position Title: Web Designer

Job Code:

FLSA Status: Non-Exempt

### POSITION PURPOSE

The Web Designer is a full-time position that will work directly with The Firms Marketing team to maintain internal and external online presence including website content and graphic design. The Web Designer assists with the development of social media images and the monitoring of digital content across the Web, as well as support the Marketing department with print design as needed. The position must be detail oriented and have knowledge of developing graphics for both online and print use with Adobe software. Knowledge of HTML, CSS, SharePoint and Javascript are required. The position will work closely with the Marketing team to share ideas, offer creative insight and develop new methods. Requires minimum direction from management to creatively execute projects. Must be knowledgeable or willing to learn Web development software to the extent they can successfully build a website should the need arise. Strong attention to detail, good communication skills and project management skills are required. This position will support cultural diversity by promoting and maintaining an inclusive work environment and culture that is respectful and accepting of diversity.

### RESPONSIBILITIES AND TASKS

- Perform all design and desktop publishing job orders according to job requirements and communicates clearly with client and/or web development team when a question regarding the order arises.
- Provides customers with proofs and sees that proofs deadlines are met.
- Executes creatives that meet the standard for the firm.
- Reviews HTML, CSS and/or JavaScript of web projects files for accuracy.
- Maintain a clean and well-organized Graphics/Desktop Publishing workspace.
- Organizes meetings to discuss industry trends and business/projects objectives.
- Works on developing skills using The Firms internal web design software.
- Organizes files for safekeeping and for easy retrieval.
- Organizes, plans, and manages time effectively to complete assignments.

### COMPETENCIES

<b>Accountability</b>	Taking ownership for responsibilities and commitments, and their outcomes.
<b>Business Acumen</b>	Understanding the context, needs, and key factors associated with achieving business goals and objectives.
<b>Change Agility</b>	Effectively anticipating, preparing for, facilitating, leading, and supporting sustainable positive change.
<b>Collaboration</b>	Contributing and capitalizing on the talents of diverse stakeholders to achieve common goals while respecting individual needs.
<b>Communication</b>	Conveying, understanding, acknowledging and incorporating information, news, ideas and feelings, using a variety of methods.
<b>Leadership</b>	Engaging relevant parties, building a compelling vision of desired outcomes, generating energy and enthusiasm, and empowering others to take action by removing obstacles and building accountability.
<b>Personal Growth &amp; Development</b>	Devoting time and energy to expand knowledge, skills, and abilities; and seeking new experiences or career opportunities.
<b>Quality &amp; Customer Satisfaction</b>	Committing oneself to maintain a high standard of excellence while also meeting or exceeding customer expectations.
<b>Talent Management</b>	Attracting, engaging, retaining, and developing high-performing individuals and teams to meet current and future business needs.
<b>Job/Technical Proficiency</b>	Demonstrating the appropriate breadth and depth of knowledge and skill specific to one's profession, function or job discipline.

### POSITION REQUIREMENTS

License or Certification:

- N/A

**Minimum Qualifications:**

- Minimum of 5 years education and/or experience in graphic design, with a minimum of 3 years in web design, preferred.
- Comprehensive background, understanding, and experience with Macintosh or PC and software applications, such as: InDesign, Acrobat, Illustrator, PowerPoint, Photoshop, Dreamweaver, SharePoint and Premier Pro.
- General knowledge of utility programs such as file compression, disk repair, print spoolers, PC to Mac, and Mac to PC conversion processes.

**Machines, Equipment Used:**

- General office equipment such as computer/laptop, telephone, copy/fax machine, calculator, scanner, etc.
- Microsoft Office software, to include Outlook, Word, and Excel.

**Physical Requirements:**

- Visual acuity, speech recognition, speech clarity.
- Ability to lift, lower, push, pull, and retrieve objects weighing a minimum of 15 pounds. Reasonable assistance may be requested when lifting, pushing, and/or pulling exceeds these minimum requirements.

**Skills and Abilities:**

- Oral communication, written communication, fluency in English, active listening.
- Information ordering, deductive reasoning, social perceptiveness, time management, critical thinking.
- Ability to coordinate, analyze, observe, make decisions, and meet deadlines in a detail-oriented manner.
- Ability to work independently without continuous supervision.

**Environmental Conditions:**

- Indoor, temperature controlled, smoke-free environment.
- Handicapped accessible.
- May work under stressful circumstances at times.

**Proficiency or Productivity Standards:**

- Has regular, reliable, and predictable attendance and punctuality.
- Adheres to dress code including wearing ID badge.
- Adheres to Standards of Business Conduct.
- May be required to work weekdays and/or weekends, evenings and/or night shifts if needed to meet deadlines.
- May be required to work on religious and/or legal holidays on scheduled days/shifts.
- May be required to perform other duties as assigned by supervisor.
- This position will support cultural diversity by promoting and maintaining an inclusive work environment and culture that is respectful and accepting of diversity.

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All job descriptions approvals and performance evaluations are conducted electronically. Under extenuating circumstances, paper templates can be requested from Human Resources or a member of leadership within the firm.