



CITY OF ALBANY  
HUMAN RESOURCES  
CITY HALL, ROOM 301  
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MAYOR

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## **Notice of Job Opening**

**Position:** Sign & Graphics Director

Applicants must meet the requirements outlined in the enclosed job description.

\*PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

**Department:** Albany Police Department

**Number of Vacancies to be filled:** 1

**Rate of Pay:** \$46,887/year

**Schedule:** 40 hours/week

**Application Deadline:** 11:59 pm on Monday, December 7, 2020

All applicants must submit an application online via [jobs.albanyny.gov](http://jobs.albanyny.gov) to be considered for the job opening.

**Union Preference:** NO  
This is a non-unionized position, so current union employees do not have a hiring preference for this position.

**Residency Requirement:** YES  
Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

**The City of Albany is an Equal Opportunity /Affirmative Action Employer.**

**Posted on Thursday, November 5, 2020.**

## **SIGN and GRAPHICS DIRECTOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a Graphic Design/Sign Design and Production position. The incumbent in this position operates and maintains computers, vinyl cutters, CNC machines, plotters, and other various machines and tools used in the design and production of traffic signs and graphics for the City of Albany. Work is performed under general supervision of the Chief Supervisor of the Albany Police Department Traffic Engineering Division with leeway permitted for independent judgment in carrying out assignments.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Designs and produces graphics and signs using City computer systems, CNC Machine, vinyl cutters, sign graphics plotters, and graphic design software along with other equipment that may become available;
- Designs, stripes and letters City vehicles;
- Designs and produces a wide variety of signs, such as traffic control devices, department signs, signs for events, banners, etc;
- Designs graphic for various departments as needed;
- Leads and participates with the installation of signs and poles;
- Weeds vinyl, applies sign faces to sign blanks in sign/graphics production;
- Uses and maintains various power and hand tools;
- Performs detailed manual and visual tasks, as assigned;
- Assists with maintaining assets associated with signs and graphics;
- Stores raw and finished sign material;
- Maintains inventory, and assists with gathering quotes and preparation for ordering needed supplies and equipment;
- Keeps work area neat and organized;
- Lifts signs, sign blanks and material weighing between five and fifty pounds;
- Enters and retrieves information in an automated information system;
- Performs related work as required

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of design software such as CorelDraw, Adobe PhotoShop, Adobe Illustrator, FlexiSign, Gerber Sprint and Microsoft Office 365 and other relative computer software and hardware;
- Good knowledge of personal computers and office equipment;
- Good knowledge of sign design and fabrication equipment;

- Working knowledge of traffic control signs, shapes and lettering as described in the Manual on Uniform Traffic Control Devices;
- Working knowledge of use and durability of vinyl and reflective sign material;
- Working knowledge of use and application of substrates for use in traffic sign and graphics;
- Possess strong design skills;
- Ability to follow oral and written instructions;
- Ability to operate simple and complex sign fabricating machines;
- Ability to understand and carry out written and oral directions;
- Ability to establish and maintain effective working relationships with other personnel;
- Ability to keep accurate inventory records and other paperwork/online forms as required;
- Ability to meet deadlines, take initiative and be resourceful;
- Physical condition commensurate with the demands of the position; and
- Ability to supervise work of subordinate personnel.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered College or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Graphics Arts and Production
- B. Graduation from high school or possession of high school equivalency diploma and one (1) year of paid fulltime experience in design and/or sign fabrication;  
**OR;**
- C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**SPECIAL NOTE:** A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

**NOTE:** Position may require working on weekends, holidays, alternating shift assignments, and on an on-call basis as required by supervisors.

Adopted: 3/27/02  
Revised: 10/28/20