

## Graphic Designer Position Description

### Duties and Responsibilities

As a Graphic Designer assigned to Agency, the Contractor will perform various tasks associated with Agency's BIM Program as part of Contractor's BIM Program team. In furtherance of these responsibilities, the Contractor performs tasks and assignments that typically include, but are not necessarily limited to, the following:

- Establish a presence that is boldly representational of the U.S. Government;
- Provide credible and accurate message of around Agency Design criteria;
- Provide clear graphic standards to clarify complex ideas and requirements;
- Develop flexible designs to adapt to support the diverse scope and needs of government digital services;
- Generate optimal designs for strong systems performance;
- The tools, patterns, and components will be designed for reuse and delivery of best value to the Department.
- Generate clear and consistent Brand Standards for Building Information Management Program
- Harmonization of disparate websites, applications, and other internal systems. Web design standards will be general enough to encompass many deliverables, but will be specifically used on the following:
  - Space Resource Planning system User Interface
  - Dynamic Design Standards User Interface Mock-Ups
  - Space Planning Application User Interface Mock-Ups
  - Agency Master Reference Database Application User Interface Mock-Ups
- Harmonization of disparate PowerPoint templates, design guides, design standards, and other physical presentation media. Print design standards will be general enough to encompass many deliverables, but will be specifically used on the following:
  - Space Planning PDF Design
  - Design Standards Space Planning PDF(s)
  - Design Guide Space Planning Diagrams
- BIM and digital design review training and informational materials

- Perform other related tasks as assigned by the Agency and Contractor's team leadership.

#### Knowledge and Skills

- Experience utilizing the latest federal policy for websites and digital services;
- Experience meeting the high accessibility standards in Section 508 of the United States Workforce Rehabilitation Act of 1973;
- Proficiency in Adobe InDesign, Illustrator, and Photoshop;
- Basic sketching skills for rapidly iterating collaboratively;
- Ability to operate a camera and photo editing skill is required;
- Strong understanding of design principles, excellent visual design skills; and technical knowledge of design tools;
- Extremely detail oriented with high quality/accuracy and proofreading skills;
- Knowledge of offset printing process and how to design and create files for optimal print quality and efficiency;
- Ability to balance the customer experience with business requirements and considerations;
- Ability to work closely with developers, understanding their technical capabilities and constraints;
- Experience in designing across platforms, media, and devices;
- Knowledge of web and mobile design principles and understanding/experience in front-end web design (e.g. HTML5, CSS4, JavaScript/AJAX, etc.).

#### Other Personnel Qualifications

- Must possess, at a minimum, a Bachelor's degree from an accredited institution recognized as such by the U.S. Department of Education.
- Be granted or able to obtain at a minimum, an interim Secret security clearance prior to entry on duty, and then obtain and maintain a Secret security clearance throughout the period of employment.
- The Contractor must be a U.S. citizen and have a valid Passport
- Be capable of periodic domestic and international travel
- Be able to work at an office in the Washington, DC area during regular work hours of 0815-1700 Monday through Friday.

#### Application Process

- Please apply by email to [jobs@nibs.org](mailto:jobs@nibs.org) with a cover letter and resume that identifies relevant experience.