

Graphic Designer 2

Announcement Posted:

1/26/2026

Responses must be hand delivered or postmarked by:

2/5/2026

Salary Range:

\$66,951 to \$85,138

Location:

Public Information Office
40 North Pearl Street
Albany, NY 12243

Grade:

18

of Positions:

1

Candidates Must Meet the Following Qualifications:**Non-Competitive Minimum Qualifications:**

Bachelor's degree in an art or design field such as art, drawing, painting, illustration, digital design, or interactive media and two years of experience; or an associate's degree in the same fields and four years of experience.

Duties of Position:

This position is a supervisory and/or lead designer level. The incumbent may supervise lower-level Graphic Designers and administrative support staff; personally handle or coordinate the largest, most visible, or highly creative graphics design projects. The incumbent may serve as the highest position for an active graphics design component that produces a variety of sophisticated products. Following the New York State Branding Guidelines, duties of the position will include but are not limited to:

- Work with agency customers to discuss and determine design strategies;
- Design, using Adobe Creative Suite, and create print materials, including but not limited to brochures, flyer's, palm cards, posters, and forms;
- Prepare design files for print;
- Work with printers and other media producers to ensure that jobs are produced and delivered as specified;

- Follow universal accessibility guidelines for documents and publications;
- Design custom graphics for use in agency communications;
- Create promotional and presentation materials for executive staff and outreach, including Power Point slide shows, signage, handouts, and similar materials;
- Design and update agency's forms, manuals and Power Points using Microsoft Office Suite and/or Adobe Creative Suite;
- Design graphics for use with agency Web site, Web-based applications, and videos;
- Take photographs at OTDA events;
- Create motion graphics and animations for use on the website and social media platforms;
- Prepare and track information for purchase requests, including specifications, printer files and any other information required;
- Laminate, mount, and install various signage throughout the agency;
- File review when work is created by other offices to ensure accuracy and proper application of branding standards; and
- Manage and organize OTDA stock photo account.

Conditions of Employment:

A full-time, permanent non-competitive appointment will be made. A background check of the selected candidate will be required. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title. Candidates must be legally authorized to work in the United States.

Your resume must indicate how you meet the minimum qualifications for this position. Non-specific submissions may be disqualified from further consideration if the information you provide does not meet the minimum qualifications.

Telecommuting up to 50% may be available in accordance with The Office of Temporary and Disability Assistance policy and can be discussed during the interview.

Remarks:

- **Candidates should reference posting 26-009 when submitting your application.**
- **If submitting electronically, please reference posting 26-009 as part of your subject line.**
- **If you are interested in applying to this position, please visit [how to apply](#) for applicant instructions.**

NYS OTDA seeks to promote a diverse workforce that is a representation of the various cultures, voices, backgrounds, ideas, and talents of the citizens and communities that we serve. In alignment with New York State's Executive Orders 187 and 31, OTDA is committed to advancing diversity, equity, inclusion, and accessibility by fostering an inclusive workplace.