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# NON-SWORN MEMBER VACANCY

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*The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, religion, sex/gender, age, national origin, genetics, or disability.*

**DATE:** July 26, 2023

**JOB VACANCY MEMORANDUM NO.** 23-17

**TITLE:** Public Relations Specialist II, Visual Information Specialist

**ELEMENT OF ASSIGNMENT:** Media Unit

**PAY RANGE:** 17

**STARTING MONTHLY SALARY:** \$3,842

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:** August 9, 2023

**REQUIREMENTS:**

To design, create, develop, and produce professional artwork and layouts in the form of: annual reports, pamphlets, brochures, training materials, charts, flyers, displays, logos, invitations, certificates, letterheads, signage, organizational charts, flow charts, days off/payroll calendars, and patches/coins.

**Essential Job Functions:** (Functions essential to attaining job objectives.)

1. Plan design, create, and produce vector graphics, camera-ready or display art work, logos and graphics presentations for visual aid.
2. Determine the best method to communicate a message using print and electronic media through evaluating color, type, illustration, photography and other print techniques.
3. Use available equipment to create efficient and cost-effective projects.
4. Provide technical assistance and artistic expertise in the design and development of printed material and visual presentations; determine visual arts methods, techniques, materials, and various design matters to translate subject matter into visual design.

5. Use graphics programs to design, create, and provide camera-ready forms for printing, video, and social media.
6. Assist the Research and Development Unit (RADU) with the design of computerized forms for use on the network and personal computers
7. Maintain reliable and predictable attendance. May be required to work flexible hours and occasional overtime to meet Media Unit needs.
8. Regularly assist with production of graphics and content for the KCPD daily newsletter ("Daily Informant").
9. Assist Media Unit Public Relations personnel with tasks to include design, writing, editing, photography, layout and video filming, producing and presenting projects; which may include monthly newsletters, videos, ceremonies, and web stories.
10. Perform related duties as required.
11. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA), and the Missouri Human Rights Act (MHRA).

**Job Standards:** (Minimum qualifications needed to perform essential functions.)

- To successfully perform the essential functions of this position, the incumbent must possess a Bachelor's degree from an accredited college or university with specialization in graphic and/or commercial art or have several years of professional experience with emphasis on computers, design, layout and illustration.
- Incumbent must be proficient in computer graphics and design software to include: the Adobe Creative Cloud suite of products, Illustrator, In-Design, Photoshop, Fiery Application for printing and design work, Microsoft Word, Excel and Publisher.
- Incumbent must be creative, artistic, detail oriented, understand layout and design, and remain up-to-date with current design trends.
- Position requires the incumbent to have independent judgment; be flexible and adaptive to direction; have effective verbal and written communication skills; and have knowledge of business English, spelling, grammar, and punctuation.
- Must have strong organization and time management skills with the ability to work on multiple tasks with various deadlines and be able to work without close supervision.
- Incumbent must possess a valid driver's license.

**Physical Requirements:** Light lifting (5-20 pounds) required only occasionally; position is primarily sedentary. Standing for prolonged periods for filming or photography.

**Job Location:** (Place where work is performed.)

Incumbent operates in a standard office environment 95% of the time; remaining 5% is spent in a vehicle and at other department facilities.

**Equipment:** (Machines, devices, tools, etc., used in job performance.)

- OSX Graphics System from Apple
- Windows 10 OS and graphics software
- Personal computer, using publisher software and word processing programs
- Camera
- iPhone/iPad
- Sharp pro series light production color document system
- FIERY Command Work Station
- Vehicle

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume, completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Sgt. Jake Becchina, Media Relations Unit by no later than *AUGUST 9, 2023.***

Outside applicants interested in being considered for the position must submit a cover letter and resume outlining how they are qualified for this position and a resume to the [Mindy.Davis@kcpd.org](mailto:Mindy.Davis@kcpd.org), to be received no later than ***AUGUST 9, 2023.***

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during the full term of their employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Members who meet all of the qualifications will be contacted individually for an interview. At the interview, the candidate will be required to provide a portfolio of graphic design projects or products for review (portfolio can be hard copy or online accessible). The candidate must also complete a CVSA, post-offer physical examination and drug screen.

***Captain Edward Lamport***  
Captain Edward Lamport  
Commander, Employment Unit