UI/UX Designer

Job Description

Department:	Information Systems
Position:	Career Service
Grade:	730
Supervisory:	No
Reports to:	Division Manager - Programming

Summary

Under direction of management, plans, designs, documents, and sets standards for User Interfaces and Experiences across the digital platforms of Utah County. To collaborate closely with the software development teams and departments to create intuitive, visually appealing, and user-friendly interfaces that enhance user engagement and satisfaction.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Design aesthetically pleasing user interfaces that align with brand guidelines and enhance the overall user experience; select appropriate color schemes, typography, imagery, and visual elements to create cohesive and engaging designs.

2. Ensure intuitive and seamless user interactions; define and design interactive elements such as buttons, menus, forms, and animations; consider usability principles and accessibility standards to accommodate diverse user needs.

3. Ensure alignment of design solutions with business goals and technical feasibility; collaborate with cross-functional teams including product managers, developers, marketers, and stakeholders.

4. Develop wireframes and interactive prototypes to visualize and communicate design concepts, user flows, and navigation structures.

5. Ensure an iterative design process based on user feedback, usability testing, and data-driven insights; refine and improve designs based on user needs and evolving project requirements.

6. Plan and conduct usability testing sessions to evaluate the effectiveness and usability of design solutions; analyze test results and incorporate feedback to optimize the user experience.

7. Ensure clear communication and consistency throughout the design and development process; document design decisions, rational, and specifications; design guidelines and style guides, as needed.

8. Maintain current knowledge of industry trends, emerging technologies, and best practices in UI/UX design; attend conferences, workshops, and engage with online communities to continuously enhance skills and knowledge.
9. Champion the needs of the end user throughout the design process; promote user-centered design principles; advocate for accessibility, inclusivity, and usability to create meaningful and impactful digital experiences.

Knowledge, Skills, and Abilities
- Considerable knowledge of UI/UX Standards and Practices
- Considerable knowledge of web design standards and graphic design fundamentals
- Considerable knowledge of design tools and environments, such as Lucid, Adobe, Figma, and CSS
- Knowledge of graphic design fundamentals
- Skilled in communicating technically complex information both verbally and in writing
- Skilled in developing effective and collaborative relationships with the programming team members
- Skilled in providing consistently exemplary customer service
- Ability to support the project programming team lead and ensure proper communication between team members, users, key stakeholders, and management
- Ability to foster and encourage a culture of innovation as a role model and mentor by personally seeking out innovative solutions and methods and sharing those with the team
- Ability to work effectively and positively within a team environment while maintaining cooperative relationships with users, key stake holders, team members, and management

Supervisory Responsibility
This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

Work Environment
This job operates in a professional office, computer room, or other controlled environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work may expose the incumbent to high stress situations including contact with the public and others in confrontational, emotionally charged, or uncomfortable circumstances. The noise level in the work environment is usually moderate. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

For Office Use Only
Job Code: 2969   Worker's Compensation: Clerical
Job Title: UI/UX Designer   Background Level: I
FLSA: Exempt   Safety Sensitive: No
Effective Date: 3/27/2024   DOT: No
Public Safety: No   ML: Individual Contributor

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. The employee is regularly required to work for sustained periods of time maintaining concentrated attention to detail. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between different shades of color and patterns. The employee is required to type, file, and lift or otherwise move supplies or equipment weighing up to forty (40) pounds. The employee occasionally drives a motor vehicle.

Position Type / Expected Hours of Work
Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel
Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience
1. Bachelor's degree or equivalent.
2. Four (4) years of UI/UX or other related experience.
3. Demonstratable work competence in UI/UX.
4. Equivalent combinations of education, experience, and demonstrated work competence may also be considered.

Preferred Education and Experience
1. Preference may be given to applicants with more demonstrated work competence.
2. Preference may be given to applicants with a bachelor's degree or higher in the field of computer programming, graphic design, or closely related fields.

Additional Eligibility Qualifications
1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement
It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____