

## FULL-TIME POSITION OPEN

# GRAPHIC DESIGNER

#  (Grade D)

**Basic Function:**

Provide range of graphic design support to the library system under the direction of the marketing manager.

**Distinguishing Features of the Class:**

To possess the fullest understanding of graphic design, print and digital standards and stay up-to-date with skills needed to execute projects of all sizes. Complete projects in a timely manner and with resourcefulness and dedication from concept through final product. As brand ambassador for the system, the Graphic Designer will work with internal and external customers, producing projects according to brand guidelines. The person will be able to manage multiple, often shifting priorities, to complete assignments creatively, accurately and on deadline.

**Characteristic Duties and Responsibilities:**

Plan, design, prepare finished content using print, digital, video, animation skills for projects including print/digital material, publications, website content, annual reports, stationery, ads, social media, PowerPoint presentations, SharePoint, branded library material, signage, etc.

Supply appropriate system logo in format/fonts for complete range of graphics as needed to meet deadlines.

Follows projects from concept though layout, final editing, proofreading, including visual proofing, to final print/digital content.

Research and provide photos and graphics as needed for content marketing needs (social media assets, publications, digital/print material, ads, giveaways and visual display items, including system vehicles, signage, etc.). Researches and recommends paper, giveaways, etc. as needed.

Maintains organized physical and electronic graphics files using a system that easily referenced by team members and others.

Maintains appropriate levels of graphic supplies to fulfill system needs.

Assists with fulfilling requests for giveaways and other system material as needed.

Completes projects by coordinating with outside agencies, art services, printers, publications, etc. as needed.

Completes paperwork, forms, spreadsheets, reports, etc. as needed.

**Knowledge, Skills and Abilities:**

Self-starting individual with proven ability to take ownership for results by preparing work to be accomplished, gathering information and materials — including photos and graphics.

Able to bring new ideas for design and content creation to the team using expertise and eye for great design.

Highly knowledgeable of digital and traditional media, emerging trends, creative tools and user experience; able to stay current with skills and implement trends.

Creative, detail-oriented and strong organizational skills.

Experience with project and change management processes.

Able to handle confidential information and deal with issues sensitively; possesses a customer focus.

Meticulous attention to detail, proofreading skills and knowledge of AP style.

Designer will be based in an office environment and may occasionally have to work with external vendors and others outside regular scheduled hours.

Strong written and verbal communication skills.

Tact, courtesy; ability to work in a team environment; good judgment.

Able to manage time to fulfill competing priorities and meet deadlines while maintaining a cool head.

Ability to lift and carry items weighing up to 35 pounds.

**Education, Training and Experience:**

Requires an associate’s degree or completion of a technical specialty program in graphic design or a related area, or college courses in graphic/digital design and at least two years of equivalent experience. Position requires experience from concept through final design to include branding, attention to detail, proficiency in Adobe Creative Suite, Microsoft Office and Outlook; familiarity with responsive design. Capability to use PCs, proofread, design, compose text documents and do data entry. Ability to handle confidential information with sensitivity and to interact with tact and discretion. Must possess organizational and people skills. Willingness and ability to learn other programs/skills as needed.

**Supervisor**: Marketing Manager

**Other:**

FT position, 38 hours per week $18 - $20.25 ($35,568 - $40,014) plus excellent benefits. Bachelor's degree in Journalism/Marketing/ Graphic Design, or related field with a minimum of two (2) to five (5) years’ experience demonstrated to plan, design, prepare finished content using print, digital, video, animation skills for projects including print/digital material, publications, website content, annual reports, stationery, ads, social media, PowerPoint presentations, SharePoint, branded library material, signage, etc. Able to stay up-to-date with skills needed to execute projects of all sizes. Proficient in proofreading, AP style and printing methods. Manages/completes multiple projects within tight deadlines. Proficient in Microsoft Office and Adobe Creative Suite.

**CLOSING DATE FOR APPLICATIONS**: Open until filled

**HOW TO APPLY**: Interested applicants can apply online at our web address: <http://lorain.lib.oh.us/about-lpls/employment-opportunities>.

**EEO/AA/EQUAL ACCESS AGENCY**