Chillicothe & Ross County Public Library

Graphic Design Coordinator

Supervisor: Communication & Marketing Manager
Position: FLSA Non-Exempt
Pay Band: C

Position Summary

The Graphic Design Coordinator creates and curates the library's public image on all printed and digital materials with a focus on brand clarity and precision. The graphic designer works with all departments to promote library events and activities.

Essential Duties & Responsibilities

- Support all library departments by designing materials necessary to successfully promote CRCPL's image, message, and community events.
- Plan, conceptualize, and design materials for distribution to staff, the community, and other constituents, including posters, bookmarks, calendars of events, brochures, signage, annual reports, business cards, letterhead, and more.
- Work with all departments to produce collateral in a timely manner.
- Contribute to team effort by accomplishing results.
- Obtain approval of concept and/or final product from necessary staff.
- Ability to communicate design objectives.
- Flexibility and ability to accept criticism and feedback while presenting concepts and designs.
- Maintain technical knowledge by attending workshops, reviewing professional publications, and participating in professional organizations.
- Complete special projects by coordinating with outside vendors, printers, and designers as needed.
- Ability to work within budget constraints.
- Responsible for monitoring the safety and accessibility of our physical and digital spaces. Report findings to supervisor as needed.
- Works in public service areas as assigned, including: circulation duties, answering the telephone, processing, shipments, reports, shelving, shelf reading, branch rotation, etc.
- Actively participate in safety and security trainings and utilizes training to protect the physical library, the library's online infrastructure, staff, and patrons.
- Perform related duties as required.

Qualifications

- Associates Degree or equivalent work experience in the graphic design field.
- Proficient with Adobe Creative Suite, Microsoft applications and Wordpress.
- Working knowledge of social media platforms.
- Ability to learn and navigate new technologies and hardware.
- Demonstrable graphic design skills with a strong portfolio.
- Strong writing and verbal communication skills.
- Creativity, professionalism, and ability to work on deadline a must.

Supervisory/Management Responsibilities

Responsible for library location in the absence of a manager.
Guides staff in Bands A and B.

Interaction

Frequent interaction with library employees and patrons.

Occasional interaction with vendors as projects dictate.

Computer/Technology Skills/Equipment/Software Skills

Common technology used in this position includes but is not limited to Outlook, Data Entry, Electronic Resources, SirsiDynix ILS, Microsoft Programs, Intranet (StaffNet), Internet (www.CRCPL.org) Laptop, Projector and other library-related software applications.

Extensive computer skills in a variety of graphic design and layout platforms required.

Travel Requirements

Travel by automobile is required for position responsibilities and training.
Frequency of travel: Infrequent

Physical Demands

Ability to regularly lift/push/pull up to 50 pounds.

Often required to perform tasks at a desk for extended periods of time.

Nature of work requires an ability to expertly communicate and exchange information regarding the library's mission and brand.

Manual dexterity and physical ability to perform essential duties such as extended periods of sitting and using a computer.

Work Environment

Majority of the work performed in a general office/library setting.

Telecommute Potential: 50%

May require availability for extended or nontraditional hours as needed to perform job duties.

Requires periodic participation and attendance at related library events and training.

Disclaimer

The information in this summary indicates the general nature and level of work performed within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this position.