

S P O K A N E   C O U N T Y   L I B R A R Y   D I S T R I C T

<b>Job Title</b>	Graphic Designer		
<b>Reports to</b>	Communication & Development Director	<b>Supervises</b>	N/A
<b>FLSA/WMWA Status</b>	Eligible for overtime	<b>Remote Work Status</b>	Eligible for remote work
<b>Revision Date</b>	March 2025	<b>Compensation Band</b>	MP2
<b>Working Hours</b>	While the District will make a good faith effort to maintain regular, predictable schedules, employees are expected to be available to work a variety of hours; working hours are subject to change and employees are scheduled according to the needs of the District which may include days, evenings, and weekends.		
<b>Required</b>	Background & driver license check		

<b>Job Overview</b>
Working independently with minimal supervision, this visual communication position is responsible for conceptualization, design, and delivery of District messages across print, digital, environmental, and social media platforms, as well as ensuring consistent District brand quality.

<b>Qualifications</b>	
The ideal candidate will be able to build relationships at all levels, have three years’ professional-level experience in graphic design and production. Bachelor’s degree in graphic design or closely related field preferred. The District may accept an equivalent combination of education and experience in lieu of the above.	
Ability to	Analyze and use reasoning to logically solve problems and contribute to the solution of problems related to District services
	Communicate effectively with staff and customers
	Establish and maintain successful team relationships
	Exercise interpersonal sensitivity while working effectively with individuals of diverse cultures, interpersonal styles, abilities, motivations, or backgrounds
	Follow directions and work quickly and accurately to meet deadlines
	Interact in a professional and respectful manner with staff and customers, demonstrating positive customer service behaviors
	Interpret, apply, and support system wide policies, procedures, and services
	Manage detail, recognize, and set priorities, meet deadlines, work accurately, and maintain confidentiality
	Model behavior for high levels of service
	Travel to a variety of locations to perform work and/or attend work-related meetings and trainings
	Use initiative, problem-solving skills, and sound judgement
	Work independently to create and produce a wide variety of materials
Work with and troubleshoot office machines, such as copiers	
Knowledge of	Alphabetic, numeric and/or alphanumeric order
	Copywriting and editing principles and practices
	Digital pre-press set-up and the commercial printing trade
	Industry-standard graphic design program on a Mac platform
	Library services and resources
	Microsoft Office and other software applications
	Principles of website design
	Print and digital forms of graphic design, typography, and photography
	Use of a PC and work with cross-platform software programs
Use of basic HTML	
Other	Valid driver license and required insurance when operating a privately-owned vehicle for business purposes.

## Job Duties

*The duties listed are intended only as illustrations of the types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

As part of the Communication Team:

- Provides strategy, conception, design, production and distribution/delivery of all marketing and promotional printed materials, visual digital messaging, and environmental graphics throughout the District; proof and edit marketing and promotional materials as needed.
- Establishes the District brand design standards to assure uniformity and consistency. Maintain visual appearance and brand continuity across all platforms throughout the District.
- Participates in the strategic and conceptual development of messages. Identifies the most suitable medium/media for message.
- Responsible for production of:
  - Print projects—including researching vendors, requesting bids, managing production schedules and delivery.
  - Digital projects—including work with a web-based email marketing service, designing messages for digital displays, and graphic presentation of website and news posts.
- Works closely with the Communication & Development Director and IT Department to analyze and implement website design changes. Develops website content and acts as contributing editor for the District's website as part of the Web Team.
- Assists and participates in District social media efforts.
- Coordinates and executes photo shoots; purchases stock photos; maintains photo catalog.

Enforces the Code of Conduct.

Work to resolve internal and external customer issues effectively and with a customer-first mentality; refer to other departments or staff as necessary.

In addition, this position may:

- Clean & disinfect individual and common work areas.
- Perform seasonal tasks such as shoveling snow and spreading ice melt.

Performs other duties as needed or as directed.

## Work Environment

Work is performed in an office environment.

The noise level is usually low.

Work may be performed outdoors and exposure to extreme weather conditions may occur.

## Physical Demands

An individual performing the duties in this position may be required to stand, walk, stoop, kneel, reach, bend, and/or crouch; lift, carry and/or grasp up to 40 pounds and/or push and/or pull objects weighing up to 200 pounds on a wheeled cart or hand truck.

## Psychological Demands

Make decisions, learn new tasks, remember processes, maintain focus performing repetitive duties, communicate with customers and other staff, interact with or witness interactions with individuals who may be angry, hostile, experiencing mental and/or physical health issues.