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| Position Title | Graphic Design Assistant | | |
| Working Title | | | |
| FLSA Status | Eligible | Job Code | |
| Salary Band | A2 | Revised | 01/2020 |

General Purpose

Under clearly defined procedures, the Graphic Design Assistant is responsible for providing support to the Communication Department through a variety of channels: print, digital, web, and other as assigned. This position is temporary and anticipated to last no less than 6 months. The appointment to this position may be extended to up to 12 months with Executive Director approval.

Illustrative Examples of Duties and Responsibilities

Provides design and production support to Graphic Designer for all marketing and promotional printed materials, visual digital messaging and environmental graphics throughout the District.

Replicates and resizes promotional artwork for application across a variety of print and digital platforms including digital displays, website carousel images, email newsletter imagery, blog and web-based news items, flyers, social media images, and banner ads.

Assists with finding promotional imagery that fits within the brand style guidelines for various application.

Maintains visual appearance and brand continuity across all assigned projects.

Performs other related duties as assigned.

Supervision

Reports to: Graphic Designer

Supervises: N/A



www.sddl.org
Administrative Offices
509.893.8200
fax 509.893.8472

Airway Heights Library
509.893.8250
Argonne Library
509.893.8260

Cheney Library
509.893.8280
Deer Park Library
509.893.8300

Fairfield Library
509.893.8320
Medical Lake Library
509.893.8330

Moran Prairie Library
509.893.8340
North Spokane Library
509.893.8350

Otis Orchards Library
509.893.8390
Spokane Valley Library
509.893.8400

Minimum Qualifications

Required:

- Experience or education in Visual Communication Design or Graphic Design
- Proficiency in the use of Adobe Creative Suite (Photoshop, Illustrator, InDesign, and Acrobat)

Preferred:

N/A

The District may accept an equivalent combination of education and experience in lieu of the above requirements.

Necessary Knowledge, Skills & Abilities

Knowledge of:

- Print and digital forms of graphic design, typography, and photography.
- Copywriting and editing principles and practices.
- Principles of website design.
- Digital pre-press set-up and the commercial printing trade

Skill in:

- Use of industry-standard graphic design programs on a Mac platform.
- Use of a PC and work with cross-platform software programs.
- Use of basic HTML.

Ability to:

- Work independently to create and produce a wide variety of materials.
- Communicate effectively both orally and in writing.
- Manage detail, recognize and set priorities, meet deadlines, work accurately, and maintain confidentiality.
- Use initiative, problem-solving skills, and sound judgment.
- Be flexible and maintain effective working relationships in a team environment.
- Work effectively with co-workers, staff and vendors in a cooperative and respectful manner.
- Communicate effectively with staff and others, both orally and in writing.
- Consistently demonstrate effective customer service behavior(s).
- Interact in a professional and respectful manner with District staff and the public.



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Work Environment/Physical Demands

Work is performed primarily in an office environment while sitting/standing at a desk for extended periods of time. Moderate stress may be encountered due to heightened library activities or intense customer interactions. The noise level is usually moderate. May be exposed to dust, fumes and/or odors.

An individual performing the duties in this position may be required to sit or stand for long periods of time, lift or move up to 40 pounds and/or push and/or pull objects weighing 50-100 pounds on a wheeled cart or book truck.

Special Requirements

Criminal background check required.

Must have valid driver's license and required mandatory insurance when operating a privately owned vehicle for business purposes.

Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



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