

Position Title	Graphic Designer		
Working Title			
FLSA Status	Exempt	Job Code	1150
Salary Band	MP2	Revised	1/2019

### General Purpose

Working independently with minimal supervision, this position is responsible for conceptualization, design, and delivery of District messages across print, digital, environmental, and social media platforms.

### Illustrative Examples of Duties and Responsibilities

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.

Establish the brand design standards to assure uniformity and consistency. Maintain visual appearance and brand continuity across all platforms throughout the District.

Participate in the strategic and conceptual development of messages. Identify the most suitable medium/media for message.

Responsible for production of print projects—including researching vendors, requesting bids, managing production schedules and delivery.

Responsible for production of digital projects—including work with a web-based email marketing service, designing messages for digital displays, and graphic presentation of website and blogs.

Works closely with the Communication & Development Director and IT Department to analyze and implement website design changes.

Assists and participates in District social media efforts.

Coordinates and executes photo shoots; purchases stock photos; maintains photo catalog.

Performs other related duties as assigned.

### Supervision

Reports to: Communication & Development Director

Supervises: N/A

### Minimum Qualifications

#### Required

- Bachelor's degree in Graphic Design or closely related field
- Two years professional-level work experience in graphic design and production
- Proficiency in the use of Adobe Creative Suite (Photoshop, Illustrator, and Acrobat)



www.sclld.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

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;
- Establish and maintain effective working relationships in a team environment

### **Work Environment/Physical Demands**

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

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.



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## 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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