



Graphic Design Assistant I

Department: Administration

Reports to: Manager of Graphic Design

Level: 6

Chain of Command: No

FLSA Status: Non-Exempt

Certifications: N/A

Position Summary

All staff work together to create opportunities for our community to become its best. As a member of the library team, I am essential in providing excellent experiences by being proactive and helpful. Being hospitable and positive, I assist in utilizing library resources by implementing Design and Marketing procedures.

Essential Functions

Expertise

- I assist in the design and production of brochures, flyers, and various other print and digital materials for the library.
- I am responsible for assisting in creating and producing library signage for large, library-wide events such as the Summer Reading Program and Howard County Reads. I design and produce materials for events such as these and other large, extra events at the library.
- I assist in designing, producing, and maintaining library signage at all library locations, in a wide variety of formats.
- I create opportunities for our community and visitors to become their best by demonstrating exceptional experiences in the library.
- I aid with our web and digital presence by providing images with inappropriate file types for digital formats.

Nonessential Functions

- I frequently communicate with my supervisor and other staff to give input and ideas on how to make the library a better place for our community.
- I recognize that we work as a team and help coworkers in my department and other departments as I can.

Knowledge and Skills

- Graphics software, such as Adobe, MS Office, computer file management, and pre-press.

Education/Experience and any pertinent Certifications

- Associate's degree with a graphic art or visual communications specialization or significant work toward the completion of the degree.

Working Conditions

Unless reasonable accommodation can be made, while performing this job, the staff member shall:

- Use strength to lift items needed to perform the job's functions, usually no less than 25 lbs. and no more than 50 lbs.
- Sit, stand, and walk for required periods.
- Utilize standard vision requirements; vocal communication is required for expressing or exchanging ideas using the spoken word; hearing is required to perceive information at normal, spoken word levels.
- Communicate effectively in English, using proper grammar and vocabulary.
- Use hands, arms, and fingers to handle objects and operate tools, computers, and/or controls.
- Work in normal library working conditions; moderate exposure to office and maintenance chemicals.
- Encounter normal fluctuations in interior conditions, such as noise and temperatures.

Core Abilities

- I am a vital component in an engaged and thriving community.
- I am understanding and compassionate.
- I am cooperative, a collaborator, a problem solver, and a continuous learner.
- I am approachable and understanding, so I can assist others in accessing materials or services.
- I remain customer-focused when aiding anyone, answering directional or general library questions, or in any other job duty.
- I effectively communicate, verbally and in writing, with patrons and staff, providing clear and helpful information in a friendly and approachable manner.
- I understand the technologies that are necessary to fulfill my job duties to give quick and effortless help to our patrons.
- I help resolve issues and help ensure that all have good experience in the library.
- I am an advocate for books and reading, taking the time to talk to patrons when assisting them.
- I represent KHCPL by being honest, ethical, sympathetic, responsible, and staying calm under pressure.
- I keep the library a welcoming place by knowing patron-facing policies such as the Patron Code of Conduct, Crisis Handbook, Circulation, and others.
- I will work with and cooperate with all staff in all departments to keep a friendly and inviting library.
- I stay informed of library news and events by regularly reading and responding to emails, memos, and other library-related documents.
- I remain flexible and accept new or temporary job duties as the need arises and the library evolves.

This job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, assignments, or working conditions associated with this job.

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