

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Graphics Assistant**
Dept: **Community Relations and Graphics**
Reports to: **Graphics Supervisor**
Effective Date: **Revised January 2019**

Job Code Number: **10473**
Grade Number: **13, Represented**
FLSA Status: **Non-Exempt**

General Position Summary:

Create quick turnaround design for a wide range of routine-to-complex projects, including flyers, brochures, posters, illustrations, logos and publications for print production. Assist in coordinating job intake process and workflow to and from Graphics Department. Manage workflow to ensure the timely production and quality of printed materials.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Design and prepare layout for flyers, posters, forms, etc. and ensure conformance to brand guidelines.
2. Follow established workflow procedures, follow instructions and graphic guidelines for the design, proofing and production of jobs.
3. Coordinate with team members to ensure timely completion of assigned tasks.
4. Plan, organize, implement, and monitor multiple projects.
5. Consult with library staff regarding materials requested.
6. Maintain files for all artwork produced, following established file archiving procedures.
7. Work with outside vendors to determine project specifications.

Secondary Duties:

1. Coordinate and share knowledge of design shortcuts and tips to other designers in department.
2. Perform bindery tasks as needed or directed, including cutting, folding and shipping preparation. Assist with the operation of booklet maker and perfect binder.
3. Perform other related duties as required or assigned.

Core Competencies:

Customer Focus

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

Valuing Diversity

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn from differences.

Ethics, Values, and Judgement

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action. Defends intellectual freedom and patron confidentiality.

Professional & Technical Knowledge

Demonstrates proficiency in professional and technical skills/and or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to foster personal success and connections for others.

Communicates Effectively

Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

Organizing and Planning

Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

Work Quality

Inspires and strives for excellence in all aspects of work including setting high standards of performance for self and others; ensures that results are complete and accurate; exhibits attention to detail.

Teamwork/Collaborating

Works cooperatively and productively with others to achieve goals and deliverables. Is aware of, utilizes and celebrate their own and team member's strengths and differences.

Adaptability and Flexibility

Adapts and adjusts comfortably to changing or different situations, conditions, and work responsibilities in ways that still result in productive performance.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

A typical way of obtaining the knowledge, skills and abilities necessary to successfully perform the essential duties of the position is:

- Graduation from an accredited four-year college with a degree in graphic design or visual communications.

- Two to four years of job-related industry experience may substitute for up to two years of the required education.
- Or, an equivalent combination of training and experience that provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the classification.
- Experience with and considerable knowledge of Adobe Creative Suite, particularly InDesign, Illustrator and Photoshop in a Mac-based studio.

SPECIAL REQUIREMENTS

Valid state driver's license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly using fingers in conjunction with handling and frequent keyboarding, this computer work may be repetitive up to frequently. Constantly sits and will occasional stands and walks. Will frequently reach up to chest level with hands and arms. Neck rotation may be up to frequent to use multiple monitors. The employee will occasionally lift to 10 pounds and seldom up to 20 pounds and seldom push/pull carts using light force.

WORK ENVIRONMENT

Work is performed in an office and print shop environment. Work involves constant sitting, extensive close work and use of a PC monitor, and working near moving mechanical parts. Work also involves exposure to fumes and chemicals.

Advancement Possibilities:

Communications Specialist

Graphics Specialist

The duties listed above are intended only as illustrations of the various 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 KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
Director of HR