Title: **Graphics Digital Assistant**  
Dept: **Graphics and Printing**  
Reports to: **Graphics Supervisor**  
Effective Date: **Revised January 2019**  
Job Code Number: **20712**  
Grade Number: **10, Represented**  
FLSA Status: **Non-Exempt**

**General Position Summary:**

Performs online graphic design and digital services maintenance activities for KCLS. Provides clerical and graphic design support to the Community Relations and Graphics department. Tracks and coordinates small-scale projects.

**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. Assists with the design and layout of digital sites and products, including the KCLS Web Site and Intranet, social media sites, mobile applications, etc.
2. Designs individual graphics for web pages and digital screens. Assists with the maintenance of a variety of content updates.
3. Provides graphics support to Virtual Library Services (VLS) staff.
4. Updates forms and business cards.
6. Coordinates the distribution of giveaways, lending of tents/parade kits, etc.
7. Assists in maintaining a variety of files, art and photo libraries.
8. Implements process for digitizing old photo and video archives. Organizes and maintains the online photo file system.

**Secondary Duties:**

1. May assist with tracking intakes.
2. Performs other related duties as required or as assigned.

**Core Competencies:**

**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 about differences.

**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.

**Ethics, Values and Judgement**
Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organization’s values, moral principles, and accountability through behavior, character, and action. Defends intellectual freedom and confidentiality.

**Professional and 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 better 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/Collaboration**
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.

**DESIREDA 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 two-year college with a degree or equivalent specializing in graphic design, communications, computer technology, or related field.
- One year of web design and development experience desired.
Two to four years’ related graphic design experience preferred.

Or, other combination of education, experience and training that provides the required knowledge, skills, and abilities to perform the duties and responsibilities of the classification.

SPECIAL REQUIREMENTS

None.

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 a normal office environment. Work involves constant sitting and extensive close work (eyestrain) and PC monitoring.

Advancement Possibilities:
Open depending on education, training and experience

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