Title: Graphics Specialist  
Dept.: Community Relations and Graphics  
Reports to: Graphics Supervisor  
Effective Date: Revised February 2019  
Job Code Number: 10474  
Grade Number: 15, Represented  
FLSA Status: Non-Exempt

General Position Summary:

The Graphics Specialist collaboratively creates strategic, creative design solutions promoting library programs, services and special projects, both in print and digital formats. The Graphics Specialist works to improve the effectiveness of projects that have a large impact on the library system and helps increase efficiency in the production of all projects. In collaboration with team members, committees and departments, this position advocates for KCLS values and assists in positioning KCLS to better serve the needs of peers and library patrons.

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. Production design for flyers, posters, forms, and other materials for library programming, and ensure conformance to brand guidelines.
2. Research and contribute collaborative design strategies and solutions for programs, projects and initiatives with a system-wide impact. Create collateral and content based on this strategy from concept to final delivery, for both print and digital assets.
3. Maintain and update the online workflow system, including: monitor orders, resolve issues, update forms, create and analyze reports, create new methods of tracking work, and process improvement.
4. Maintain portfolio of projects and campaigns as well as catalog, document and manage graphic and photo resources; file, archive and maintain project assets.
5. Strategize with team members and other staff to provide visual communications expertise and technical knowledge to assist in the effective communication of KCLS priorities, initiatives and special projects.

Secondary Duties:

1. 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.

**Peer Relationships**
Responds and relates well with peers/colleagues; is seen as a team player and is cooperative and collaborative; looks for common ground and solves problems for the good of all.
DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor’s degree in graphic design, digital communications, or related field.
- At least three years’ graphic design experience, which includes: conceptualizing, designing, and creating assets for print and web; working with vendors, clients and other designers.
- Alternate qualifications may include an Associate’s degree in graphic design and at least six years’ graphic design experience.
- Extensive knowledge of and experience with Adobe Creative Suite, InDesign, Illustrator and Photoshop, and MS office programs.

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:
Graphics Supervisor

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