



VACANCY ANNOUNCEMENT

*Open to all qualified current staff
and external applicants*

GRAPHIC DESIGNER LIBRARY 21C

(40 hours per week, non-exempt)

Position #170754001

DATE POSTED: November 20, 2020

PRIMARY LOCATION: 1175 Chapel Hills Dr., Colorado Springs, CO 80920

STARTING WAGE: **\$17.85** per hour + full benefits (for benefits information, please see: <http://ppld.org/jobs/benefits>)

POSITION HOURS: 40 hours per week per the following schedule:

**Monday – Friday 8 a.m. – 5 p.m.
Some nights and weekends as required**

Note: Regular schedule may be subject to minor changes due to required meetings, training events, etc. Also, management may require modifications to a position's schedule, days, times and locations at any time as the needs of the Library District change.

APPLICATION PROCEDURE:

1. Complete a PPLD online application located at ppld.org on/Jobs the Application tab
2. Attachments should be submitted in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. **Requires resume and cover letter.**
4. **A digital version of your portfolio is also required.**
5. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 531-6333, Ext. 6380 or send an email to sgollapalli@ppld.org

CLOSING DATE: Online application materials must be received by **December 09, 2020** at 9:59 p.m. MST.

CONDITIONS OF EMPLOYMENT:

All selected candidates...

- are required to complete a Department of Homeland Security I-9 Form at the time of hire and must be able to provide acceptable documentation in order to verify his/her legal right to be employed in the U.S. (pursuant to the Immigration Reform and Control Act of 1986). Pikes Peak Library District participates in E-Verify.
- are subject to a full reference and background investigation including verification of identification (including verification of Social Security number using USCIS E-verify), education, former employment, and criminal history.
- may be uniformly tested for job-related skills and required physical abilities.
- may be required to undergo a physical examination *after* a job offer is extended in order to ensure that the job's physical requirements are met.
- must understand and comply with PPLD's drug-free workplace policy.
- understand and agree that they have been hired at the will of the employer and that employment may be terminated at any time, with or without reason, and with or without notice.

EOE

As an **Equal Opportunity Employer**, Pikes Peak Library District does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, pregnancy, sexual orientation including gender orientation, genetic information, military status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors. The library reserves the right to hire more than one person per advertised vacancy.

GRAPHIC DESIGNER (cont.)

Position Summary: Support the Library's mission by producing visual design solutions in digital and print media that reflects the brand of Pikes Peak Library District. Oversee design production and installation of all interior and exterior signage.

Essential Functions

Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Design and produce promotional and educational materials, as well as creative assets, for external and internal audiences, including but not limited to: signage, fliers, postcards, bookmarks, special displays, icons, line-art, graphs, charts, and website graphics.
- Oversee coordination, production, and installation of interior and exterior signage for all facilities and mobile library services.
- Complete design projects from concept through final art on deadline, using commercial art/computer graphic techniques.
- Maintain effective and collaborative relationships with internal customers and vendors; consult with staff regarding graphic needs and edits.
- Develop easy-to-use branded templates and tools for Library staff use, such as presentation slides, electronic letterhead, and email newsletters.
- Provide graphic design support to Friends of PPLD and PPLD Foundation.
- Support marketing team with developing and executing District-wide campaigns, initiatives, and programs.
- Assist Sr. Graphic Designer on larger projects when needed, such as campaigns, magazines, booklets, and reports.
- Organize and maintain digital collection of creative assets and projects, stock art, and PPLD photography; adhere to file naming conventions.
- Oversee non-press paper and other graphic supplies for Communications department.

Additional Duties and Responsibilities

Duties are considered non-essential and include the following:

- Keep informed about Library and department information.
- Utilize and reference brand guidelines and strategic plans for all work.
- Maintain technical knowledge in graphic design, emerging trends, and design best practices specific to serving diverse communities.
- Participate in special projects as assigned.
- Engage in professional development and educational opportunities, including participation in community and professional organizations.
- Serve on Library teams as assigned.
- Attend regular department meetings and scheduled all-staff meetings.
- Perform other job-related duties as assigned.

Required Knowledge, Skills, and Abilities

The employee is expected to perform or possess the following:

- Knowledge of Pikes Peak Library District's policies and procedures, with ability to follow them.
- Ability to act as an ambassador of PPLD by promoting its mission and vision to the public.
- Demonstrates creativity in designing and producing design solutions for promotional materials and signage.
- Ability to convey overall look, feel, and voice of PPLD through visually compelling graphics and consistent visual style.

GRAPHIC DESIGNER (cont.)

- Ability to design for a diverse community including, but not limited to, LGBTQIA+ patrons, racially and ethnically diverse, differently abled communities, etc.
- Ability to adhere to PPLD brand guidelines including typefaces, colors, and more.
- Knowledge of Communications department's guidelines, standards, and priorities.
- Ability to adhere to Marketing Team's established project management processes, file naming conventions, and other essential and established processes.
- Demonstrate working knowledge of graphic design principles, practices, techniques, standards, and equipment.
- Display understanding of marketing concepts, reprographic processes, and publication and print standards.
- Exhibit excellent verbal, written, and interpersonal communication skills.
- Demonstrate strong time management skills and attention to detail, with an ability to focus and prioritize projects.
- Ability to provide superior customer service during all interactions and exhibit professional demeanor in all situations.
- Proficient knowledge of graphic design software, preferably Adobe Creative Suite.
- Demonstrate proficiency using applications software, including Microsoft Office Suite, along with standard office equipment.
- Must be responsive, adaptable, and supportive team player who values collaboration.
- Demonstrate ability to work in diverse environment, organize daily work, and meet deadlines in fast-paced, detail-rich environment.
- Ability to work a flexible schedule when needed; occasional early mornings, evenings, and weekend hours may be necessary for events and other activities.

Education and Experience:

1. Requires a minimum of 2 years of professional experience as a graphic designer or as a graphic, commercial, or production artist.
2. Requires an Associate's degree in graphic design, commercial art, visual communication, or another related field; formal education requirements can be substituted with at least 4 years of relevant work experience.
3. Experience working with public information and marketing in a library or nonprofit organization is preferred.
4. Bilingual ability is a plus in serving a diverse community.

Physical and Environmental Conditions:

Work is primarily conducted in an office setting that provides comfortable lighting, temperature and air conditions. Position requires the ability to sit and use a computer or standard office equipment for extended periods. Position requires the ability to occasionally reach, bend, climb, twist, and squat. Position requires the ability to lift up to 30 pounds.

Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or meeting rooms, e.g. use of safe work place practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.