



## VACANCY ANNOUNCEMENT

*Open to all qualified current staff  
and external applicants*

# GRAPHIC DESIGNER

## Library 21c

(Full-time, non-exempt)

**Position # 180754002**

- DATE POSTED:** December 12, 2018
- LOCATION:** 1175 Chapel Hills Dr., Colorado Springs, CO 80920
- SALARY RANGE:** \$19.57 per hour + full benefits (for benefits information, please see: <https://ppld.org/jobs/benefits>)
- POSITION HOURS:** 40 hours per week per the following schedule:  
**Monday – Friday - 8 a.m. – 5 p.m.**  
**\*Early mornings, evenings, and weekends will be necessary as needed for events, meetings, etc.**

**Note:** Regular schedule may be subject to minor changes due to required meetings, training events, etc. 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/jobs](http://ppld.org/jobs)
2. Resume and Letter of Interest highlighting your relevant work experience and qualifications for the position and three professional references should be submitted in any of the following file types: .doc, .docx, .pdf, .html
3. **Required:** Samples of your best work!
4. If you require an accommodation to complete your job application, please contact the Human Resources Office at (719) 884-9800, Ext. 6998.

**CLOSING DATE:** Online application materials must be received by **January 2, 2019** 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, in accordance with Colorado law.

**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 expression, 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:**

Supports the Library's mission by developing and producing visual design solutions in digital and print media that reflects the brand of Pikes Peak Library District.

### **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.*

- Conceptualizes, designs, and produces promotional and educational materials, including but not limited to: ads, signage, fliers, postcards, bookmarks, and special displays.
- Designs and produces creative assets for internal and external audiences, including logos, icons, infographics, line-art, graphs, charts, and website graphics.
- Oversees design and layout of district-wide print publications, including PPLD's quarterly magazine and annual report.
- Develops easy-to-use branded templates and tools for Library staff use, such as fliers, posters, calendars, presentations, and email newsletters.
- Assists and consults with staff regarding graphic needs and edits; completes design projects from concept through final art using commercial art/computer graphic techniques.
- Supports the Communications team with developing and executing district-wide campaigns, initiatives, and programs.
- Contributes to coordination and production of interior and exterior signage at all PPLD facilities.
- Maintains effective and collaborative relationships with internal customers and vendors.
- Provides graphic support to Friends and Library Foundation as requested.
- Maintains a digital collection of creative assets and projects, stock art, and PPLD photography on departmental drive and adheres to file naming convention.
- Oversees non-press paper and other graphic supplies for the department.

### **ADDITIONAL DUTIES AND RESPONSIBILITIES:**

*Duties are considered non-essential and include the following:*

- Keeps informed about Library and department information.
- Utilizes and references brand guidelines and strategic plans for all work.
- Maintain technical knowledge in graphic design and emerging trends.
- Participates in special projects as assigned.
- Engages in professional development and educational opportunities, including participation in community and professional organizations.
- Serves on Library teams as assigned.
- Attends regular department meetings and scheduled all-staff meetings.  
Performs other job-related duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*The employee is expected to perform or possess the following:*

- Knowledge of the Pikes Peak Library District's policies and procedures and ability to follow them.
- Ability to act as an ambassador of PPLD by promoting its mission and vision to the public.
- Demonstrates creativity in conceptualizing, designing, and producing design solutions for promotional materials, signage, publications, and advertising campaigns.
- Ability to convey the overall look, feel, and voice of PPLD through visually compelling graphics and a consistent visual style.
- Knowledge of the Communications department's guidelines, standards, and priorities.
- Demonstrates comprehensive knowledge of graphic design principles, practices, techniques, standards, and equipment.
- Displays understanding of marketing concepts, reprographic processes, and publication and print standards.
- Exhibits excellent verbal, written, and interpersonal communication skills.

## **GRAPHIC DESIGNER (cont.)**

- Demonstrates 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 exhibits a professional demeanor in all situations.
- Mastery of graphic design software, preferably Adobe Creative Suite.
- Demonstrates advanced ability to use applications software, including Microsoft Office Suite, along with standard office equipment.
- Must be a responsive, adaptable, and supportive team player who values customer service and collaboration.
- Demonstrates ability to work in a diverse environment, organize daily work and meet deadlines in a 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 three years of professional experience as a graphic designer, commercial artist, or production artist.
2. Requires a Bachelor's or Associate's degree in graphic design, commercial art, visual communication, or another related field; at least 5-7 years of relevant work experience can substitute formal education requirements.
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.