

York County Library System

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JOB DESCRIPTION

Title: Graphic Designer

Department: Marketing- YCLS

Supervisor: Director Marketing

Individuals Supervised: None

Classification: Part-Time (20 hours)/Non-Exempt

Schedule: To be determined

Specific Education:

Candidate must have an Associate's Degree in Graphic Design.

Experience Requirements:

Candidate must have two years' experience in graphic design. Must also have experience working in a PC platform and proficient in Adobe Photoshop, InDesign, Microsoft Word and Excel.

General Requirements:

Candidate must be enthusiastic about using technology to enhance services. Candidate must have strong communications skills (i.e., the ability to listen and communicate effectively). It is important that the candidate be flexible, reliable, a self-starter, able to work effectively in a team, have a strong attention to detail, and able to handle a variety of tasks

Physical Requirements:

1. Must be able to lift up to 25 pounds from ground level to waist level and be able to bend, squat, and kneel occasionally throughout work shift.
2. Required to perform simple grasping and fine manipulation tasks with both hands, and requires acceptable corrected vision (in both eyes) and acceptable corrected hearing.
3. Depresses computer keyboard keys and use of mouse.
4. Pick up and holds and lays down handset of telephone
5. Must be able to reach, lift, and stretch throughout the work day.
6. Clear and comprehensive speech required to communicate adequately in performance of this job.

Duties and Responsibilities:

1. Assist the Marketing Director in the implementation of the marketing plan for the York County Library System.
2. Meet deadlines set by Marketing Director.
3. Protect the YCLS brand.
4. Prepare files for printing.
5. Prepare quotes for projects.
6. Manage jobs to completion.
7. Handle multiple projects at once.
8. Other duties as requested.

If you are interested in this position please send a resume, cover letter, contact information for three professional references and a salary history to:

oberrios@yorklibraries.org by August 2, 2013.

The York County Library System is an Equal Opportunity Employer (EOE). All employees are required to obtain a Child Abuse History Clearance and a Criminal Record Check.