

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Graphics Assistant**

Dept: **Community Relations and Graphics**

Job Code Number: **10473**

Reports to: **Manager, Community Relations &
Graphics**

Grade Number: **12, Represented**

Effective Date: **January 2003**

FLSA Status: **Non-Exempt**

General Position Summary:

Create graphic designs, publicity forms, and special event publications for production. Coordinate workflow to print shop and provide artwork and paper supplies. Oversee production to ensure the timely production and quality of printed materials.

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. Design and determine layout for flyers, posters, forms, etc. and ensure conformance to brand mark styles.
2. Assign jobs to press operator and clerk, completes work orders and job tickets. Press proof copies.
3. Coordinate and assign copier tasks to clerk.
4. Oversee and monitor paper supplies inventory, and order as needed.
5. Consult library staff regarding materials requested.
6. Maintain files for all artwork produced. Maintain spreadsheet for all work completed.
7. Provide electronic files and art to Web librarian and others.
8. Coordinate and perform bindery tasks.
9. Work with outside vendors to determine project specifications.

Secondary Duties:

1. Provide training to clerk in proper layout techniques.
2. Assist and train staff in the operation of department equipment.
3. Perform other related duties as required or assigned.

Communication:

The position has frequent contacts with department staff, internal customers and outside vendors and contractors. Contacts seldom contain confidential or sensitive information.

Initiative:

The position is responsible for improving practices and procedures that apply to department. The position is responsible for working with others to solve problems that effect the department and sometimes designs new services or concepts that enhance the goals and objectives of the department and the customers it serves. The position involves a high degree of complexity considering the workload and variety of tasks. The position encounters recurring work situations with occasional responsibility for creation, innovation, problem solving of new design and conceptual layout to appeal to the vast and diverse customer base. This calls for a high degree of originality, innovation and artistic talent. Position operates under moderate supervision. Decisions typically made within specific organizational policy constraints and guidelines.

Accountability:

The position encounters frequent interruptions, requiring maximum flexibility. The position must consider own work and that of others and plans for needs within the department. Decisions typically effect the department or work unit. Work is frequently checked by a manager and/or other individuals.

Leadership:

The position is responsible for mentoring as an assistant unit lead and for role modeling and promoting KCLS values within the department or work unit.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Associate's degree in Graphic Art/Printing or equivalent post-secondary education and training.
- One to two years experience with layout, art design, photo imaging and printing.

Necessary Knowledge, Ability and Skills:

- Extensive knowledge of computer systems used for graphic art design.
- Working knowledge of graphic art techniques.
- Considerable knowledge of materials and methods of reproduction.
- Working knowledge of shipping processes and distribution.

- Working knowledge of advertising guidelines.

Ability to:

- Design and manipulate or modify artwork.
- Create illustrations electronically or by hand.
- Manage several projects at once and adapt to changing needs.
- Use diplomacy and tact to establish and maintain relationships with internal customers, subordinates and vendors.
- Clearly and succinctly communicate ideas and thoughts both verbally and in writing.
- Manage time to maximize productivity.

Skill in:

- The use of computer software and hardware.
- Listening to, understanding and interpreting the needs of “customers”.
- Establishing and maintaining good customer relations.
- Typesetting.

SPECIAL REQUIREMENTS

Valid state driver’s license.

PHYSICAL DEMANDS

The position requires constant talking, listening, sitting, and use of keyboard. The position also requires frequent repetitive motions of hands/wrists, walking, bending and reaching. The position also requires constant use of vision including close work and ability to adjust focus. The position is regularly required to push and pull 40–60 pounds and to lift and carry 20-30 pounds.

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:

Communications Specialist
Graphics Specialist

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: _____
HR Manager

Final: 7/31/01
Revised: 1/03