



# GRAPHIC DESIGNER

## Library 21c

40 hours per week, non-exempt | Position # 201054002

Open to all qualified current staff and external applicants.

**Date Posted:** September 26, 2024

**Location:** 1175 Chapel Hills Dr., Colorado Springs, CO 80920

**Starting Wage:** \$21.30 per hour - \$28.25 per hour+ full benefits  
(for benefits information, please see [ppld.org/careers/benefits](http://ppld.org/careers/benefits))

**Position Hours:** 40 hours per week per the following schedule:

Monday – Friday: 8 a.m. – 5 p.m. with some evenings and weekends

Candidate hired for this position is expected to start between December 16, 2024, and January 16, 2025

*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/Jobs](http://ppld.org/Jobs) at the Application Tab. If It is an internal only job posting, please log In to ESS to fill the application.
2. Attachments should be submitted online in the following file types: .doc, .docx, .xls, .xlsx, .pdf, .htm
3. Requires resume and cover letter and samples of work. Applications will not be considered unless all three are included.
4. 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](mailto:sgollapalli@ppld.org)

**Closing Date:** This position is open until October 31, 2024.

**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, 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 (contd.)**

### **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. Coordinate production of print and other design projects led by position, by maintaining communication with clients, print vendors, and Communications department. Prioritization and completion of tasks based on deadlines.

### **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, for both external and internal audiences, such as social media graphics, print marketing collateral, building signage, and bookmarks.
- Conceptualize, design, and produce creative assets and products for internal and external audiences like logos, ads, infographics, and website graphics.
- Design and layout specific marketing campaigns, as well as select District-wide print publications, such as magazines, booklets, and reports.
- Support marketing team with developing and executing District-wide campaigns, initiatives, and programs.
- In conjunction with the Graphic Design Manager and the Marketing & Promotions Coordinator, coordinate production of print publications, collateral, and other projects, including but not limited to vendor communication and distribution.
- Serve as one of two stewards of all brand creative assets; ensure all graphic design projects adhere to brand guidelines and standards.
- 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, such as fliers, social graphics, and signage.
- Organize and maintain digital collection of creative assets and projects, stock art, and PPLD photography; adhere to file naming conventions.
- Support coordination and production of interior and exterior signage
- Provide graphic design support to Friends of PPLD and PPLD Foundation, as needed.
- Handle non-press paper, laminating, and other print supplies for the 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 and emerging trends.
- Participate in special projects as assigned.
- Engage in professional development and educational opportunities, including participation in community and professional organizations.

## **GRAPHIC DESIGNER (contd.)**

- 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 PPLD'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.
- Demonstrate 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.
- Knowledge of Communications department's guidelines, standards, and priorities.
- 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 and communications during all interactions and exhibit professional demeanor in all situations.
- Proficiency in graphic design software, Adobe Creative Suite and Canva.
- 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 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.
- Ability to get along with co-workers and supervisors.
- Has regular on-time attendance.
- Exercise professionalism and good judgement in interpersonal interactions.

### **Education and Experience:**

1. Requires a minimum of 3 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 5 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.

## **GRAPHIC DESIGNER (contd.)**

### **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, along with the ability to occasionally lift up to 25 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 workplace practices with office equipment, and/or avoidance of trips and falls and observance of fire regulations.

This position is eligible for telecommuting with supervisor approval and based on employee performance. Employees will be required to attend in-person meetings, trainings, or events at the Library as directed by their supervisor or as necessary for the performance of their job duties.

### **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.
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