

Bellevue Public Library is hiring an experienced graphic designer/IT Clerk with a proven track record of managing the layout, design, and production of graphic design projects and creative campaigns. In addition, this position may work directly, with Clevnet to troubleshoot computer and system issues. This staff member may also be called on to help library patrons and staff with design and formatting of documents and spreadsheets.

**The Position:**

The graphic designer plays a leading role in producing print and digital marketing materials for the Bellevue Public Library, promoting its wide array of community services, activities, and resources across multiple platforms, including web, email, social media, and print. This position, in collaboration with members of the Management team, works with internal staff to develop clear and effective public messaging.

The scope of work will range from marketing campaigns to content calendars and website updates.

**Education:**

Minimum requirements include an associate degree in graphic design, fine arts, marketing, or a related field. This requirement may also be met by an equivalent combination of education and related work experience. 1 years’ experience working directly with the public is strongly preferred.

**Job Duties and requirements:**

* Produces high-quality materials that uphold or progress the Library’s working brand standards.
* Contribute to visual strategy and brand consistency across projects, departments, and media, participating in all phases of the project. Research, develop and execute viable design concepts that cost-effectively fit the criteria of the message and the medium.
* Develop and produce design projects, including print and digital graphics, brochures, postcards, flyers, signage, advertising campaigns, fundraising materials, and program and event materials.
* Works with Library staff to develop solutions to the library’s marketing needs, offering strategic guidance for promotional efforts. Supports colleagues by providing graphic assets and elements for various projects.
* Demonstrates collaboration, creativity, responsibility, and strong critical thinking skills when working on assignments.
* Provides excellent customer service to departmental and Library colleagues, representatives from community partner organizations, and visiting speakers or special Library guests.
* Seeks professional development opportunities as needed to stay up to date with industry developments and tools.
* Knowledge of current principles in digital design, such as social media platforms and electronic communications.
* Knowledge and understanding of marketing and promotional principles.
* Strong communication and interpersonal skills and the ability to work collaboratively with others. Ability to remain flexible, cooperative, and responsive.
* Demonstrated ability to manage workload for multiple events at a given time with an eye towards deadlines and priority projects, while adhering to project budgets and parameters.
* Must possess exceptional design, skills demonstrated attention to detail, and ability to convey messages clearly and effectively to the library’s broad public audience.
* Extensive knowledge of Adobe Creative Suite (especially Illustrator, InDesign, Photoshop) Microsoft Suite, and PC operating platform.
* Ability to write interesting and engaging copy for a breadth of channels and audiences.
* Ability to work under the pressures of tight deadlines and changing customer demands.
* Ability to effectively communicate ideas visually, orally, and in writing.
* Ability to establish and maintain effective working relationships with employees, other departments and agencies, and the public.
* Ability to work in a team environment and to adapt to changes in the library environment.
* Ability to learn and apply complex procedures and to utilize computer equipment, the Internet, and new technologies in performance of daily work.
* Basic knowledge of the services and operations of the library.
* Basic knowledge of standard clerical methods and practices.
* Creative thinker who stays on top of current digital media trends and translates ideas into compelling content. Impeccable creative and artistic abilities.
* Open to constructive feedback and seeks out ways to constantly improve.
* Skills and experience in the following areas are helpful, but not required:
* Website including-Photography and photo editing, HTML and coding/programming, Motion graphics/animation
* Library graphics and signage.
* Design and prepare annual report for the community and elected officials.
* Ability to grasp future trends in digital and software technology and act proactively.
* Crisis communications. May coordinate with libraries and other County departments, such as Emergency Management, in the event of inclement weather, or another incident.

**PHYSICAL SKILLS/WORKING CONDITIONS:**Ability to lift and/or move up to 35 pounds and push or pull heavy objects. May use a handling device (dolly, cart, etc.) or work with another team member to life and/or move excessively heavy objects. Requires frequent standing, walking, reaching and stooping. Ability to communicate effectively using verbal, written and visual communication.

**ADA STATEMENT:**A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

**DRUG-FREE WORKPLACE:**  is a drug-free workplace in accordance with Federal and Florida law.

Benefits include:

* Ohio Public Employee Retirement System
* Deferred compensation (optional)
* Pay range begins at $15/hr

This position is 24 hours per week with a mostly flexible, but regular, work schedule. Performs other related duties as assigned.