

**Sonoma County Library
Announces an Employment Opportunity**

**EXTRA-HELP GRAPHIC ARTS SPECIALIST
ROHNERT PARK HEADQUARTERS**

Extra-Help- Not to exceed 960 hours in one fiscal year

THE POSITION:

Please see the attached job specification for full details about this position.

This extra-help, non-benefited position provides excellent customer service, prepares artwork and designs for printing, assists in the development of graphic presentations, reviews art and design projects to ensure technical accuracy of the layouts, assists in the production and color layout of design projects, designs signage and other basic projects. *Required Supplemental Instruction must be completed in order to be considered: Please submit 3-5 samples of your design work by attaching PDF's to application or add a link to your portfolio, and briefly list which software tools were used in the creation.*

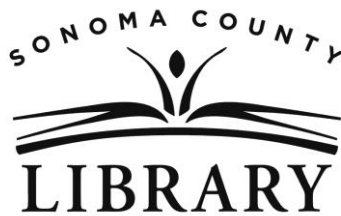
TYPICAL TASKS include, but are not limited to:

- Works with Graphics and Library staff to review, proof, layout, produce, and to assist in the design, plan, layout, and evaluation of a variety of visual promotional and communication materials to promote Library programs and services.
- May create original artwork and illustrations for signage, fliers, and posters.
- Prepares and reviews specifications in collaboration with Graphics staff for collateral printing.
- Coordinates and participates in artwork layout and production of design work with other Graphics staff and ensures desired deliverables are on time.
- Utilizes graphics software programs, computer hardware, and specialized technical equipment in order to effectively complete projects.
- Maintains graphic arts, production, and printing supplies inventories and effects the maintenance of specialized technical equipment.
- Archives and retrieves a variety of original artwork, forms, designs, and supplies.
- Learns and applies emerging technologies and performs duties in an efficient, organized, and timely manner.
- Performs production duties for printed materials produced: cutting, folding, binding and other required steps to finalize collateral printed materials, such as flyers and posters.

MINIMUM QUALIFICATIONS:

www.sonomalibrary.org

DISCOVER • LEARN • SHARE



Education and Experience:

Equivalent to 30 semester units of academic coursework in fine arts, graphic design, web design, communications, marketing, or a related field and (1) year of recent experience in web design, and/or the development of public education programs and materials in an environment where the experience included layout and the operation of a digital reproduction copier, offset machine, or bindery for production OR three (3) years of experience in basic layout and the operation of a digital reproduction copier, offset machine, or bindery in a reprographic or printing production centered environment at a level equivalent to the Library's classification of Graphic Services Assistant. Additional education or experience as described above may be substituted on a year for year basis to meet minimum qualifications.

SALARY RANGE: **\$27.40/hour to \$28.79/hour**

CLOSING DATE: **5:00 PM on Tuesday, October 5, 2021**

APPLICATION PROCESS: Please go to <https://www.calopps.org/sonoma-county-library> to apply. Applications must be complete and submitted by the final filing date in order to be considered. **Resumes will not substitute for a completed application.**

The application process may contain one or more of the following steps: a supplemental application, written test(s), skills assessment(s), and/or oral examination(s).

EMPLOYMENT INFORMATION:

Employment offers will be contingent upon a successful pre-employment verification/criminal records clearance. Having a criminal record will not necessarily disqualify an applicant from employment.

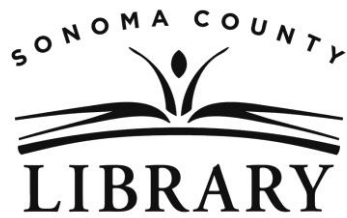
IMPORTANT INFORMATION: Sonoma County Library has adopted a vaccination and testing policy to help mitigate transmission of COVID-19. All Sonoma County Library employees will be required to either have documented proof of full COVID-19 vaccination on file or consent to weekly COVID-19 testing.

RECRUITING PROTOCOL IN RESPONSE TO CORONAVIRUS COVID-19:

Pursuant to California Governor Newsom's Executive Order N-29-20 issued on March 17, 2020, and all applicable COVID 19 Shelter in Place Orders issued by the Sonoma County Health Officer, the recruiting process including interviews, testing, etc. will be held via teleconference or online, if possible, unless changes occur in the state and/or county health order.

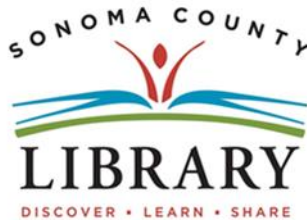
REQUEST FOR ACCOMMODATION: Sonoma County Library will make reasonable accommodations in the recruitment process to accommodate applicants with disabilities. If you are invited to participate in an examination or interview and have a disability for which you require an accommodation, please contact the Human Resources Department at (707) 545-0831 extension 1591

www.sonomalibrary.org



as soon as possible to make arrangements for your accommodation. Requesting accommodations at least 3 working/business days before the scheduled event will help to ensure availability. For further information regarding disability accommodations provided by the Library and related matters, see the Library's website at <https://sonomalibrary.org/accessibility>.

Sonoma County Library values diversity, empowerment, community, unity, kindness, connection, and equity. We are committed to diversity and inclusion in the recruiting and hiring of staff.



EST: JANUARY 2020
FLSA: NON-EXEMPT

GRAPHIC ARTS SPECIALIST

Represented

DEFINITION

Under general supervision, provides excellent customer service, prepares artwork and designs for printing, assists in the development of graphic presentations, reviews art and design projects to ensure technical accuracy of the layouts, assists in the production and color layout of design projects, designs signage and other basic projects, assures technical accuracy in layout of materials, maintains digital files and assures print and press inventories and maintenance schedules are maintained, may provide direct department coordination and design of small design projects such as signage, flyers, posters, or brochures; may direct and review work of Graphic Services Assistant.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Community Relations Manager and functional supervision from Graphic Designers. May assist Graphic Services Assistants and other lower level employees.

CLASS CHARACTERISTICS

This is an entry-level graphic arts design classification with technical printing support skills responsible to assist Graphic Arts Designers in developing a variety of visual and graphic materials and publications that promote Library programs and services and to assure technical accuracy in layout and effectiveness of prepress support functions. Successful performance in the work requires the use of tact, discretion, creativity, judgment, knowledge of prepress protocols, equipment, and layout techniques, and a basic knowledge of graphic arts design and production.

This position is distinguished from the Graphic Arts Associate by the latter's responsibility for performance of the full range of duties, working independently, receiving only occasional direct supervision, and directing the work of subordinate design and support staff. This position is distinguished from the Graphic Services Assistant by its responsibility to assist in the development of graphic presentations, design signage and other basic projects, review art and design projects to ensure technical accuracy of the layouts and assist in the production and color layout of design projects.

EXAMPLES OF TYPICAL JOB FUNCTIONS (ILLUSTRATIVE ONLY)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Works with Graphics and Library staff to review, proof, layout, produce, and to assist in the design, plan, layout, and evaluation of a variety of visual promotional and communication materials to promote Library programs and services.
- May create original artwork and illustrations for signage, fliers, and posters.

- Prepares and reviews specifications in collaboration with Graphics staff for collateral printing.
- Coordinates and participates in artwork layout and production of design work with other Graphics staff and ensures desired deliverables are on time.
- Utilizes graphics software programs, computer hardware, and specialized technical equipment in order to effectively complete projects.
- Maintains graphic arts, production, and printing supplies inventories and effects the maintenance of specialized technical equipment.
- Archives and retrieves a variety of original artwork, forms, designs, and supplies.
- Learns and applies emerging technologies and performs duties in an efficient, organized, and timely manner.
- Performs production duties for printed materials produced: cutting, folding, binding and other required steps to finalize collateral printed materials, such as flyers and posters.
- Arranges and mounts material and illustrations.
- Enters, positions, and alters text size, using computers, to make up and arrange pages to produce printed materials.
- Creates soft and hard copy proofs for internal proofing and then as needed corrects, pre-flights and outputs files for offset and digital presses.
- Sets up and prioritizes work assigned to maintain production schedule.
- Follows Library's branding graphics standards in production of all printed materials.
- Operates printer to produce routine high-volume precision work in a wide variety of one-color materials, such as in-house forms, applications, and promotional materials, stationary, and business cards.
- Directs or performs duties necessary to label and ship promotional and collateral materials to branches timely.
- Performs related duties as assigned.

COMPETENCIES

Knowledge of:

- Graphic design concepts, processes, and procedures, including illustration of various media, form design, reproduction, and layout.
- Typography, pre-press production and color correction, and printing processes and technology.
- Basic methods, principles, and practices of Library activities and programs.
- Applicable federal, state, and local laws, regulations, codes, and guidelines related to the projects and programs to which assigned.
- Current graphics software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by dealing with vendors, contractors, and Library staff.
- Principles and techniques for working with others to ensure teamwork is conducted smoothly.
- In-house and outside print production.
- Marketing and social media platforms.

Ability to:

- Use innovation to learn to design effective marketing and informational materials relative to Library programs, projects, services, and activities.
- Visualize abstract ideas and concepts and graphically translate ideas into effective and impactful designs.

- Produce neat and accurate marketing collateral and publications requiring meticulous attention to detail.
- Complete projects within time deadlines and budgets as assigned.
- Respond to and effectively prioritize requests for service.
- Identify and implement effective course of action to complete assigned work.
- Communicate clearly and tactfully in both oral and written forms.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Provide clear verbal and written information and instruction on assigned work.
- Prepare appropriate and accurate documentation and make effective recommendations.
- Organize multiple work tasks data and records; maintain steady progress on various projects under pressure of varying deadlines.
- Listen well enough to understand direction, conceptual ideas, plans, and initiatives.
- Direct the maintenance and updating of all equipment associated with Graphic Services.

QUALIFICATIONS

Education and Experience:

Equivalent to 30 semester units of academic coursework in fine arts, graphic design, web design, communications, marketing, or a related field and (1) year of recent experience in web design, and/or the development of public education programs and materials in an environment where the experience included layout and the operation of a digital reproduction copier, offset machine, or bindery for production OR three (3) years of experience in basic layout and the operation of a digital reproduction copier, offset machine, or bindery in a reprographic or printing production centered environment at a level equivalent to the Library's classification of Graphic Services Assistant. Additional education or experience as described above may be substituted on a year for year basis to meet minimum qualifications.

Special Requirements: Essential duties require the following physical skills and work environment: physical effort and manual dexterity in the operation and maintenance of offset or other related equipment. May be required to lift up to 50 pounds.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and library setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups, and over the telephone. This classification primarily works indoors and requires movement between work areas. Finger dexterity is needed to access, enter, and retrieve materials and data using a computer keyboard or calculator and to operate

standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry reports, records, and materials that typically weigh up to fifty pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

No unique or unusual working conditions apply to this position.