

**CITY OF GLENDALE**

**TITLE: Library Graphics Coordinator CLASS CODE: 420**

**REPORTS TO: Library Manager GRADE: 23**

**DEPARTMENT: Library FLSA: E**

**JOB DESCRIPTION DATE: March 28, 2007 cm**

**JOB SUMMARY**

Develops, plans, coordinates, and implements all aspects of the visual communication components of the Library Department and related public arts marketing programs.

**ESSENTIAL FUNCTIONS**

1. Plans, organizes and directs projects from concept to production.
2. Manages and monitors budgets for graphics, printing and duplicating.
3. Advises on options for projects based on cost, effectiveness and production methods.
4. Determines project needs, defines project parameters and estimates project costs.
5. Prioritizes projects for production and allocation of printing funds.
6. Manages and monitors projects in progress; directs the work of contractors, reviews and gives final approval on proof materials.
7. Provides varied professional graphics, layout, design, commercial art and illustration work.
8. Designs logos, signage, displays, web graphics and printed materials such as brochures, posters, fliers, newsletters, booklets, and promotional specialty items.
9. Researches and determines materials and contract services needed; prepares specifications and evaluates technical considerations for the bidding and purchasing for all graphic and printing projects.
10. Monitors production, final product quality and gives final approval on end product acceptance.
11. Researches, evaluates and selects new procedures, equipment and software for graphics.
12. Plans, organizes and manages the work of student interns and volunteers assigned to the department.

**SECONDARY FUNCTIONS**

13. Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES**

**Knowledge of:**

- Methods and techniques of graphic design
- Effective application of materials and media
- Scheduling, prioritizing and time management techniques
- Various print/production methods and technology
- Visual communication/design fundamentals
- Relevant terminology used in design and production

**Skill in:**

- Desktop publishing and computer-aided design hardware and software

**Ability to:**

- Conceptualize, design and produce a variety of graphic and commercial art materials
- Develop projects, determine needed time and materials, estimate costs and manage projects to completion
- Establish and maintain effective working relationships with coworkers, other city staff, officials, vendors and various other working contacts
- Effectively summarize, write and edit content
- Communicate effectively verbally and in writing
- Discern the full range of the color spectrum

**WORKING CONDITIONS**

Most work is performed in a normal office environment.

**MINIMUM QUALIFICATIONS**

Bachelor's degree in Graphic Design or related field and five years of progressively responsible experience in graphic design, printing, and project management.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

**SPECIAL REQUIREMENTS**

Valid Arizona driver's license