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is an Equal Opportunity Employer
and Complies with the
American with Disabilities Act (ADA)**

**CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH**



Requisition# 00528
Title Public Relations/Graphic Specialist
Department Chester County Library
Location 450 Exton Square Parkway, Exton, PA

The Public Relations/Graphics Specialist is responsible for the marketing, digital media, public information and graphics design for the Chester County Library and its Henrietta Hankin Branch, as well as 16-member libraries in the Chester County Library System. This position is essential to the organization as it is responsible for the planning and implementation of marketing and communication strategies and programs designed to serve the needs of library constituencies across Chester County. This position is also part of the library's management team that sets and monitors accomplishments of annual goals and objectives.

This position is responsible for the creation of content and graphics for the outdoor and indoor digital signs, and regularly updates the CCL website. In addition, the person in this position engages and interacts with the public through posting, monitoring, updating and responding on social media (Facebook, Twitter, etc.) on a daily basis, and designs and executes Chester County Library and Henrietta Hankin Branch email marketing campaigns, our monthly newsletter, the Annual Reports, and other pertinent publications.

This position supervises two part time staff members: the Program Coordinator, who plans and develops programs for information, education, and entertainment of adult patrons, and the Graphics Specialist, who assists with the design and printing of marketing and communication materials.

The ideal candidate for this position will hold a Bachelor's degree in Communications, Advertising, Public Relations or related field with at least three years progressive experience in a public relations environment. This position requires strong customer service and interpersonal skills, as well as a desire and ability to work cooperatively with people from various departments and organizations as a team member. Excellent oral and written communication skills are essential, as is the ability to maintain composure in all public arenas. In addition, the candidate must possess excellent analytical, problem-solving and decision-making skills, and must be able to work within deadlines. Prior supervisory experience is also required.

The successful candidate will have 3 to 5 years of experience in graphic design, website design and social media platforms, and be proficient in the Adobe Creative Suite and Microsoft Office. Knowledge of office machinery and production equipment is required. Must possess a valid driver's license.

All library positions require the following criminal background and child abuse clearances: Report of criminal history from the Pennsylvania State Police (PSP); Child Abuse History Clearance from the Department of Human Services (Child Abuse); and Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

A completed application, resume and cover letter are required.

Position Type: Full-Time/Exempt
Salary Information: \$44,886.66
Weekly Hours: 35
Shift: Monday – Friday, 8:30 am – 4:30 pm
Deadline: Applications will be accepted until position is filled.
Original posting date: 9/4/2020

To apply, contact County of Chester Human Resources:
Apply online at www.chesco.org; Job Inquiries: 610-344-6698