



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

CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH



Requisition# 1103
Title PT Graphic Design Specialist
Department Chester County Library
Location 450 Exton Square Parkway, Exton, PA

The Chester County Library has a part-time position as a Graphic Design Specialist who is responsible for designing, generating, producing and coordinating the delivery of quality and innovative graphics and materials for the Chester County Library System. The Graphic Design Specialist will work with the Public Relations/Graphics Design Specialist, Chester County management team, and staff to produce materials that meet the informational and promotional needs of the Chester County Library System.

The Chester County Library has a part-time position as a Graphics Specialist who is responsible for designing, generating, producing and coordinating the delivery of quality and innovative graphics and materials for the Chester County Library System. The Graphics Arts Specialist will work with the Public Relations/Graphics Design Specialist, Chester County management team, and staff to produce materials that meet the informational and promotional needs of the Chester County Library System. This person will also work together with the Public Relations Specialist and the Program Coordinator to develop and promote Adult Programming for the Chester County Library and its Henrietta Hankin Branch. The person in this position is required to maintain and track statistical data regarding graphics production for evaluation. This position will be expected to perform other duties, tasks, and special projects as required.

This position requires the ability to work independently or as part of a team; strong planning, organizational and coordination skills; strong communication, interpersonal and customer service skills; effective negotiation skills; ability to use graphics production machinery and software (computers, software packages, copies, cutters, folders, etc.); and the ability to work within deadlines.

This position is preferred to have two to three years in a related position with increasing responsibilities; strong time management skills; and the ability to handle multiple tasks simultaneously.

This position requires the following physical activities: to handle, lift, move, shift library and production materials weighing up to 25 lbs and push items weighing up to 125 lbs; to operate a keyboard; to stand, sit, kneel, walk, stoop, reach repeatedly throughout the workday, use office machinery and talk or hear.

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).

Position Type: Part-Time / Non-Exempt

Salary Information: \$17.00

Shift: Hours will vary by week. Including Nights and weekends

Weekly Hours: 19

Deadline: Applications will be accepted until position is filled.

Original posting date: December 12, 2021

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