



HUMAN RESOURCES DEPARTMENT

## POSITION DESCRIPTION

**TITLE:** Library Production Specialist    **LAST UPDATED:** March 26, 2013  
**DEPARTMENT:** Library    **JOB CLASS:**  
**REPORTS TO:** Library Systems Coordinator    **FLSA DESIGNATION:** Non-Exempt

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**Summary:** Under general supervision of the Library Production Coordinator, the Library Production Coordinator assists in assigned area to create and provide quality promotional materials for the Frisco Public Library. This includes the use of visual graphics and layout on various software programs in a PC based environment.

*The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.*

### Essential Job Functions:

- Provides high level of customer service to the public, subordinates, associates, and supervisors.
- Designs, creates and produces original display and promotional signage and materials, e.g., one of a kind display signs, book browser signs, book display props.
- Assists in preparation and set up of displays and other visuals, e.g., freestanding displays, wall hangings, etc.
- Assists in design, creation and production of a variety of printed items including bookmarks, library brochures, library program materials (such as items used for summer reading program), field trips, and other projects as assigned.
- Designs and maintains slides and graphics for flat screens promoting library services and public information.
- Completes other projects associated with the visual enhancement of the library.
- Designs and does layout for production of various one color and multi-color printed materials for the library, to include program and promotional flyers, brochures, posters, bookmarks, and other printed materials.
- Creates layout and design for monthly, quarterly, and various newsletters.
- Creates the design, layout and production of other graphics projects including signs and banners.
- Communicates directly with Library staff, Library Board and Friends groups to offer advice/suggestions on design and artistic layout of requested materials.
- Maintains digital art and project files to support the operation of departmental PC-network in accordance with the departmental standards.
- Design graphics for Library related presentations, conferences and display ads as directed.
- Serves on various library committees.
- Provides high level of customer service to the public, subordinates, associates, and supervisors.
- Participates in marketing of library services and materials.
- Reviews and tests software and hardware used in desktop publishing and imaging to determine usability.
- Creates and maintains a publications library system of all publications produced by the Library.
- Prepares cost justifications and budgets for desktop publishing and imaging equipment and software.

**Other Important Duties:**

- Assists and backs up other areas as assigned.
- May be required to work evenings and weekends.
- May travel to attend meetings, conferences, and training.
- Performs other duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

**Required Knowledge and Skills**

- Knowledge of various graphic design and layout software, such as Photoshop, Illustrator, etc., and working in a local area network (LAN).
- Knowledge of rules of grammar, punctuation and spelling, and their use in effective copy composition.
- Knowledge of library services, programs, research, and resources specific to area of assignment.
- Knowledge of customer service methods and techniques.
- Knowledge of City policies and procedures.
- Computer literate with ability to utilize design software.
- Ability to use scanner, laser printers and other graphics related equipment.
- Ability to solve visual problems using knowledge of basic graphic design skills.
- Ability to work independently with little direct supervision.
- Understand oral and/or written instructions from supervisor.
- Skill in prioritizing, tracking, and managing multiple projects, assignments and duties.
- Skill in effective oral and written communications.
- Skill in assisting and providing instructions for children and adults.
- Strong visual and artistic design skills.

**Education, Experience, and Certifications:**

- Bachelor's Degree in Marketing, Communications, Business Administration or related field **and** two (2) years progressively responsible marketing or library experience **or** equivalent combination of education and experience.
- Preference may be given to applicants who are proficient in written and verbal Spanish.
- Must pass pre-employment drug screen, criminal background check and MVR check.
- Must possess valid State of Texas Driver's License.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in a public library environment.
- Routine discomforts associated with near continuous use of video display terminals.
- May be subject to repetitive motion such as typing, data entry, and vision to monitor.
- Must be able to stoop, bend, walk and reach to heights up to 7 ft. with the aid of step stools.
- May be subject to working extended hours, nights, and weekends.

**Equipment and Tools Utilized:**

- Personal computer, copiers, calculators, fax machines, cash registers, book trucks, multi-line telephone and other standard office equipment.

*Approved By:*

Signed by Shelley Holley  
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*Shelley Holley, Library Director*

05/17/2013  
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*Date*

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*Lauren Safranek, Director of Human Resources*

05/17/2013  
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*Date*