

## **Job Posting for Graphic Design & Website Specialist**

**HOURS & SALARY: Full-time 38 hours per week, with a salary range of \$18 - \$25 an hour.**

Working at Laramie County Library System is about joining an award-winning organization that sets the bar for service regionally and nationally. The Library Journal 2008 Library of the Year, Laramie County Library System is a hub for engagement, literacy and learning, and lifelong curiosity and discovery. With nearly 385,000 yearly visitors to a 103,000 sq. ft. central library, two branch libraries, and bookmobile, Laramie County Library System champions a knowledgeable and engaged community.

The Community Media Relations Unit (CMR) is the communications and public relations hub of the Laramie County Library System. The unit is highly creative and collaborative, and works together to publicize library events, resources, and services and to inform the community about library news, including but not limited to closures (planned or unplanned), job opportunities, changes to public policy, and hiring announcements. CMR is comprised of 4 distinct positions – Communications Coordinator, Design & Exhibitions Supervisor, Volunteer Coordinator and Graphic Design & Website Specialist. The Graphic Design & Website Specialist is a new position and the individual will have the opportunity to promote library services through both a variety of publicity materials and the library's website. As the library's primary Graphic Designer, under the guidance of the Design & Exhibitions Supervisor, the individual will assist in determining voice and messaging for special projects; library events and publications via production of the monthly event calendar; event publicity posters; and website graphics. As the library's Web Specialist, the individual will utilize their skill and expertise with websites to maintain, improve and create new pages for the library's websites to enhance user experience for both employees and library patrons. This will require considerable knowledge of WordPress, SQL and HTML, to name a few. In the next 18 to 24 months they will be part of a redesign team for library's website.

**If necessary, LCLS is willing to provide training in website maintenance, administration and coding languages for the right candidate.**

The CMR team works closely with all divisions in the library. A successful candidate will be a person who knows how to fit a design to an audience in order to capture their attention and interest. A person who is a life-long learner that keeps abreast of changes and trends regarding design, web design and protocols, and appreciates input from others will enjoy the work environment. A willingness to complete regular monthly tasks to a high standard and the ability to enjoy the creative process are important traits for the person in this job. A person who completes tasks and projects quickly and accurately will enjoy this team and the work.

It is an exciting time to join the Community & Media Relations team. A background in graphic design, Adobe Creative Cloud, WordPress, and HTML, as well as the ability to work under tight deadlines and collaborate with team members will be important to success.

### **MINIMUM REQUIREMENTS**

- Associate or Bachelor's degree in graphic design, website design or related field
- 3 years of progressively responsible-related experience in web design and/or social media or graphic design

- Any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities

### **PREFERRED CERTIFICATIONS, SKILLS AND ABILITIES**

- Considerable knowledge of or demonstrated ability and willingness to learn core web technologies such as SQL, HTML, XHTML, CSS, PHP, database design and maintenance and dynamic scripting languages including blogs and RSS feeds

### **SELECTION PROCESS**

Interested applicants are encouraged to apply by completing a *Laramie County Library System Application for Employment* (available at <https://lclsonline.org/application-for-employment/>) and upload a cover letter and résumé. **The application deadline is January 31, 2022 at 5pm.** The hiring committee will contact applicants who are selected for further testing, portfolios, or interviews. As a courtesy, we notify all applicants by mail when a position is filled. Hiring is contingent on a post-offer criminal history background check.

### **WORK SCHEDULE**

The schedule will be predominately weekdays, however, occasional weekend and evening hours may be required. **Anyone who works for the library must be willing to work anytime the library is open.** *Laramie County Library* (Cheyenne) hours are Monday – Thursday 10:00 a.m. to 9:00 p.m., Friday and Saturday 10:00 a.m. to 6:00 p.m., and Sunday 1:00 p.m. to 5:00 p.m. All library employees are scheduled to attend monthly staff meetings.

### **BENEFITS**

Employees pay into Social Security. LCLS pays **100%** for participation in the Wyoming Retirement System. The rate is currently **18.62%** of gross earnings. LCLS also pays 100% of the premium for \$25,000 term life insurance policy for the employee. This position carries holiday pay, vacation leave and sick leave. Vacation leave is accrued based on the number of hours worked, so is not a lump sum, but is earned over time. Employees are eligible to use vacation leave after six months of employment (prior commitments negotiable). For the first two years, employees earn up to two weeks of vacation leave per year. The number of weeks of vacation leave increase with years of service.

Medical insurance and a separate dental plan are available at the employee's option. LCLS pays 85% of the cost for the medical and dental insurance premiums and the employee pays the remaining 15%.

A deferred compensation plan, prepaid legal services agreement, vision coverage, and other supplemental insurance options are also available at the employee's expense. Employees may join the YMCA without an initiation fee. Employees may join the Cheyenne-Laramie County Employees Federal Credit Union.

*LCLS is an equal opportunity employer. We support and adhere to the tenets of the Americans with Disabilities Act. LCLS is an at-will employer. LCLS provides a drug-free workplace for its employees in accordance with the requirements of the US Drug-Free Workplace Act of 1988. Hiring is contingent on a post-offer background check.*

### **QUESTIONS**

For questions about this position, contact Laura Block, Deputy Director of Operations at [lblock@lclsonline.org](mailto:lblock@lclsonline.org) or 307.773.7223.