

Oak Brook Park District Job Description

Job Title: Graphic Designer
Classification: Part-time, Exempt
Salary Range: \$16.00 - \$22.50 per hour
Department: Marketing

SUMMARY:

The Graphic Designer is responsible for the development of the Park District brochure, department brochures, program fliers, signs, banners, promotional pieces, logos and newsletters.

SUPERVISORY:

The Graphic Designer will report directly to the Marketing Manager.

ESSENTIAL JOB DUTIES:

- Communicate with the Marketing Manager on Park District matters.
- Manage the production of the Park District's three seasonal brochures, facility and program brochures, fliers, newsletters, logo design and promotional pieces.
- Work with IT Manager to update and maintain the Park District webpage.
- Work closely with Park District approved vendors and printers to ensure that print and promotional items are correct and delivered in a timely manner.
- Assist with all informational distributions for schools, parent packets, team packets and registrations.
- Assist the marketing department with photography needs.
- Under the supervision of the Marketing Manager, work with Park District staff to prepare and create Park District informational pieces.
- Assist the Marketing manager with the creation Park District promotional presentations and displays.
- Maintain and update park district photo library.
- Work with Oak Brook Park District sponsors and partners in creating/designing marketing pieces to fit with the marketing plans and goals within the community.
- Attend monthly PTO meetings to gain more insight into the needs of the parents of the community to more effectively design marketing pieces to meet their needs.
- Work with Park District approved printers to execute development of print projects.
- Perform any duties as assigned by the Executive Director.
- Performs the job in a safe manner and in compliance with the District policies, procedures, work and safety rules and the employee handbook.

MARGINAL FUNCTIONS:

- Attend Park District meetings as necessary.
- Attends conferences and workshops to promote knowledge in related areas of responsibility.
- Must be able to deal with people under stressful and demanding situations.
- Performs other duties as assigned.

PSYCHOLOGICAL REQUIREMENTS:

- Ability to maintain positive and effective working relationships with department heads, supervisors and other staff members.
- Ability to work independently in day-to-day operations.
- Ability to work in a team atmosphere.
- Ability to work effectively in a climate of political assertiveness and interaction, requiring timely administrative responsiveness and flexibility.
- Must be able to function effectively in a fast-paced environment.
- Must be able to deal with people under stressful and demanding situations.
- Must be able to exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

PHYSICAL REQUIREMENTS:

- General work area is indoors, in a smoke-free environment, with controlled temperature and fluorescent lighting.
- Perform tasks that require use of hands to finger, handle or feel, reaching, walking, bending, stooping, standing, kneeling, climbing, reaching and sitting.
- Ability to identify and distinguish colors.
- Drives motorized vehicle to travel to different locations.
- Performs lifting tasks up to 25 pounds.

HOURS:

The Graphic Designer is a part-time position working a maximum of 32 hours per week. The position will require occasional evenings and weekend hours.

EDUCATION, EXPERIENCE AND TRAINING:

Bachelor's degree in Graphic Art Design. A minimum of 1 year experience in Word, QuarkXpress, InDesign, Illustrator, Photoshop, and/or Acrobat.. Background and/or related experience in photography. A valid Illinois State Driver's License (Class A).

BENEFITS OFFERED:

- Six personal days after one year of employment
- Employee Assistance Plan (EAP)
- Pension Defined Benefit Plan (IMRF)
- Deferred Compensation Retirement Plan/Nationwide Retirement
- Oak Trust Credit Union

The Oak Brook Park District is an Equal Opportunity Employer