



PUBLICATIONS AND GRAPHICS ADMINISTRATOR

807

DEPARTMENT: Williamsburg Regional Library/Arts Center

NATURE OF WORK:

Under the supervision of the Program Services Director the Publications and Graphics Administrator helps prepare and disseminate a variety of graphic and informational materials supporting the programs and services of the library system. Also maintains scrapbooks and files of library history, news articles and feature stories.

ESSENTIAL FUNCTIONS OF THE JOB:

Assists in preparation of graphic materials which include newsletters, flyers, posters, ads, reports, booklists, and other promotional and informational materials; assists in dissemination of same.

Helps oversee printing of promotional and informational materials; assists in obtaining bids for printing services.

Assists with preparation of timely news releases and distribution of same to various media.

Creates and maintains library signs and bulletin boards at both libraries.

Develops computer web pages and uses other media to help promote library services and programs.

Organizes, maintains, and keeps current scrapbooks and files of all media items of historical interest, including news articles and feature stories about the libraries.

May participate in library-wide committees or projects.

Performs other related duties as required.

JOB LOCATION AND EQUIPMENT USED:

The job is located in two libraries. Administrators work typically sitting in an office, with occasional walking, light lifting, and other limited physical activities. Frequent sustained operation of graphic tools, computer and other office equipment. Regular contact is made with employees, vendors, printers, media personnel, and the general public.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Demonstrated expertise in graphic design and advertising, including camera-ready art.

Thorough knowledge of printing process, including print specification.

Expertise in IBM word processing (WordPerfect preferred) and related graphics software.

Excellent written and verbal communication skills, including accurate proofreading.

Ability to organize work, set priorities, use time effectively, work independently, and meet deadlines.

Ability to establish and maintain effective working relationships with employees, vendors, printers, media personnel, and the general public.

Ability to analyze and to creatively solve problems related to the position.

Ability to work with enthusiasm and initiative.

MINIMUM QUALIFICATIONS:

Undergraduate degree or combination of higher education and experience in pertinent fields to provide necessary expertise.

NECESSARY SPECIAL QUALIFICATIONS:

Requires the ability to travel among various library sites.

Dated: July 2003
pubgraphadm.807_163A_01

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Publications and Graphics Administrator Position Number 807
Department Williamsburg Regional Library Division Arts Center

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others _____
- _____
- Not essential to job function

2. Hearing/Listening:

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided
by a calculator, adding machine or measurement device
- Not essential to job function

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: Use of computer, some cutting with xacto knives, etc.

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

| Ability to manipulate materials and/or equipment (lbs) | | | | | | | Frequency of Manipulation | | |
|--|----|------|-------|-------|-------|-----|---------------------------|------------|--------------|
| | 5- | 5-10 | 10-15 | 15-25 | 25-50 | 50+ | Occasionally | Frequently | Continuously |
| Lift | | | | | | | | | |
| Push/Pull | | | | | | | | | |
| Hold/Carry | | | | | | | | | |

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|---|---|---|
| <input type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

| | Duration (hours/day) | | | | | | Occasionally | Frequently | Continuously |
|--------------|----------------------|-----|-----|-----|-----|----|--------------|------------|--------------|
| | 0-1 | 1-3 | 3-5 | 5-7 | 7-9 | 9+ | | | |
| Stand | ✓ | | | | | | ✓ | | |
| Sit | | | | | ✓ | | | | ✓ |
| Walk | ✓ | | | | | | ✓ | | |
| Run | | | | | | | | | |

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and/or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x (Mouse)
 Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)
- Not essential to job function

VII. Driving: The ability to transfer or convey in a vehicle.

| Transmission | Standard | Automatic | Multi-Gears |
|-------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Car | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Van | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Small Truck | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Medium Truck | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Large Truck | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Truck w/Equipment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Heavy Bus Equipment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Not essential to job function | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Other (list) _____ | | | |