

Oak Brook Park District Job Description

Job Title: Graphic Designer
Classification: Full-Time, Exempt
Salary Range: \$41,007 - \$61,510 (\$51,259 mid-point)
Department: Marketing

SUMMARY:

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

SUPERVISORY:

The Graphic Designer will report directly to the Marketing and Promotions Manager.

ESSENTIAL JOB DUTIES:

- Communicate with the Marketing and Promotions Manager on Park District matters.
- Manage the production of the Park District's three seasonal brochures, facility and program brochures, flyers, 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 and Promotions Manager, work with Park District staff to prepare and create Park District informational pieces.
- Assist the Marketing and Promotions 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.
- 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.
- 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 position is a full time position working a minimum of 40 hours per week. The scheduled work hours for this position are 8:30 AM to 5:00 PM, Monday – Friday. Adjustments to scheduled hours need to be approved by the Marketing Manager. This position may require some evening and weekend work for special events and to meet deadlines.

EDUCATION, EXPERIENCE AND TRAINING:

Bachelor's degree in Graphic Art Design or related field. A minimum of 1 year experience in Word, QuarkXpress, InDesign, Illustrator, Photoshop, and Acrobat. Background and/or related experience in photography. A valid Illinois Driver's License is required. CPR and AED certification required. The training will be provided by the Park District.

BENEFITS OFFERED:

- Medical, Dental, Prescription and Vision Coverage
- Life Insurance Coverage
- Employee Assistance Plan (EAP)
- Flexible Spending Account (FSA)
- Short and Long-Term Disability (IMRF)
- Pension Defined Benefit Plan (IMRF)
- Deferred Compensation Retirement Plan/Nationwide Retirement
- Oak Trust Credit Union
- 10 Paid Holidays & 3 Personal Days
- Paid Vacation based on Years of Service

The Oak Brook Park District is an Equal Opportunity Employer.