

JOB DESCRIPTION: Production Clerk

DEPARTMENT: Marketing and Communication Services

REPORTS TO: Head of Marketing and Communications Services

CLASSIFICATION: Group 2

STATUS: Non-Exempt

OBJECTIVE: To support the Marketing and Communication Services Department in production tasks required to produce and distribute print and other marketing-related materials.

DUTIES:

1. Understands and practices the Values of the Des Plaines Public Library.
2. Completes production related tasks necessary to produce and distribute marketing and print materials in the library and online, in collaboration with the creative services team.
3. Prepares digital files for prepress and maintains appropriate digital filing systems.
4. Maintains and restocks displays of library promotional materials.
5. Maintains and restocks displays of community promotional materials.
6. Posts digital event posters to the in-house digital display system.
7. Enters event listings in local news outlets and creates event page listings on social media platforms.
8. Operates printers and other department equipment.
9. Maintains inventory of graphic arts supplies.
10. Attends appropriate meetings, workshops, and conferences.
11. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. High School diploma.
2. Two years successful work experience in a graphics production environment or similar production-based environment.
3. Available to work evenings and weekends.

KNOWLEDGE, SKILLS, AND ABILITIES:

Production Clerk

1. Ability to establish and maintain effective working relationships with staff and patrons and provide excellent customer service.
2. Ability to use a Mac platform-based computer and Adobe Cloud products.
3. Demonstrated ability to use large format printers, large paper cutters and other graphics equipment precisely and with attention to detail.
4. Demonstrated ability to handle art and production materials and tools safely.
5. Ability to work independently and as a member of a team.
6. Ability to handle multiple and simultaneous tasks, work under tight deadlines, schedule and prioritize projects and follow through with tasks to completion.
7. Skilled in written and spoken communication.
8. Ability to remain calm in difficult situations.
9. Willingness to learn new skills.

#### TOOLS/EQUIPMENT USED:

A variety of office machines, computers, graphic design software, printers, cutters, and library equipment.

#### PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, push, move, bend, stand, sit, squat, reach, and stretch. Speech and hearing abilities are essential. Specific vision abilities required by the job include close vision and the ability to adjust focus. The employee must have good eye/hand coordination for gripping and manipulating materials and objects. The employee must lift 25 pounds and transport or move up to 100 pounds of library materials from one location to another.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability

as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

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