

**CHERRY VALLEY PUBLIC LIBRARY DISTRICT  
JOB DESCRIPTION  
2025-2026**

Position: Graphic Designer

Benefits: Paid sick leave and PTO, vacation, holidays, and birthday.

Education: Associates Degree desired or equivalent experience.

Hours: 15 hours per week, as set by the Library Director; will include day, evening and weekend hours

Supervisor: This position reports to the Library Director.

Position Overview:

The Cherry Valley Public Library is looking for a creative, energetic, hardworking and independent individual to join our team. In this position, applicants will work collaboratively with the Library Director, Marketing Coordinator, Volunteer Coordinator and others to promote library programs, services, and collections.

In addition, the ideal candidate will be friendly and outgoing, manage their time well and be a team player. Must provide excellent customer service to all library patrons, volunteers, and co-workers: have experience using Microsoft Office products, Canva, and Adobe InDesign: possess the ability to learn new technologies: meet deadlines: and follow library policies and procedures.

Qualification Standards:

- Holds a valid driver's license and has access to and ability to operate an insured vehicle.
- Ability to lift, push, or pull up to 25 pounds occasionally and up to 10 pounds frequently.
- Ability to bend, reach, sit, stand, and walk as needed throughout shift.
- Demonstrable English reading skills.
- Ability to communicate effectively orally and in writing.
- Ability to follow directions and to complete tasks.
- Ability to use good judgment in making decisions and referring questions to appropriate Library staff members.
- Attention to detail.
- Ability to work independently.
- Ability to have a physical presence in the library.

Examples of duties:

- Designs quarterly newsletters by creating graphics, editing images and arranging layouts.
- Creates promotional materials including flyers, posters, handouts, bookmarks, etc.
- Designs Cherry Valley Public Library merchandise including t-shirts, hoodies, totes and mugs.
- Provides website images.
- Creates and maintains public access computer screen savers.
- Creates and maintains outdoor sign ads.

The "Examples of Duties" listed above is not meant to be a complete rendering of all the duties which may be performed by the individual in this position. The "Examples of Duties" is only meant as a guide to the primary and most common duties performed by the individual in this position.

Compensation: \$16.75 to \$19.15 per hour depending on qualifications and experience.

Customary Hours: M-W-F 9:00 am – 2:00 pm, but may include evening and weekend hours depending on scheduled events.

To be considered for this position, please submit a recent cover letter, resume, and three design/writing samples (i.e., flyers, brochures, etc.) to Sue Stevens at [sues@cherryvalleylib.org](mailto:sues@cherryvalleylib.org) by **Wednesday, July 23, 2025**.

\*The Cherry Valley Public Library is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, disability, or national origin.