

**Announcement #: P-341-18-110 – Please be sure this announcement number appears on all correspondence**

**Open:** 11-29-18

**Close:** 12-10-18

**TITLE:** Graphic Artist 1

**LOCATION:** Graphic Arts Department – Berkeley Branch  
Bayville, NJ

**SALARY:** \$31,000

**SCHEDULE:** 35 hours per week; Mon – Fri – 9 am – 5 pm (Some weekends or evenings as necessary)

**STATUS:** The successful candidate will be required to complete the NJ Civil Service open competitive examination process and be reachable on the resulting Certificate of Eligibles List.

The Ocean County Library (OCL) is seeking a creative and team-oriented Graphic Artist. The Library offers thousands of vibrant programs per year. We are seeking a candidate who can communicate the vibrancy of the program through the promotional materials.

**Duties:**

You will work with a team of Graphic Artists and other staff to produce varied materials that promote library programs, events and initiatives. Day-to-day activities include layout and design of posters, flyers, brochures, bookmarks, newsletters, forms and ads. In addition to print material, the Graphic Artist will be responsible for creating digital art to be featured on the Ocean County Library website and social media platforms.

**REQUIREMENTS**

**Educational Requirements:**

Graduation from an accredited college or university with an Associate's degree or higher in Graphic Designs or Multimedia Designs.

**Note:** Applicants who do not possess an Associate's degree may substitute a post-secondary certification of completion of a business or vocations course of study in page layout and/or graphic design software with an emphasis on publishing applications.

**Experience:**

One-year experience working in a Mac environment. Knowledge of Quark Express version 6+ and up, CS4, InDesign CS4, Illustrator CS4, Photoshop, print production and ability to handle multiple tasks.

**Candidates will be required to show examples of work and design a poster and social media post during the interview.**

Your application materials must be hand-delivered or postmarked by close of business (5 PM) on the closing date. **Applications received after the closing date MAY NOT be considered.** Electronic and facsimile applications will be accepted provided they are submitted within the aforementioned time frame.

Submit all application materials (indicating job announcement #) to:

The Ocean County Library  
Office of Human Resources  
101 Washington Street  
Toms River, NJ 08753-7625  
Attn: Jennifer Doderer

Facsimiles should be sent to (732)341-6043 (Attn: Jennifer Doderer)

For additional information regarding this announcement, please contact Jennifer Doderer at (732) 349-6200 extension 5428, or email (questions and applications) to [jdoderer@theoceancountylibrary.org](mailto:jdoderer@theoceancountylibrary.org)

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