



## **Web and Graphic Designer\* MIS/IT4**

### **Job Purpose**

Under the direction of the Director, Technical Services and Networks, the web and graphic designer is responsible for designing and maintaining the library's web presence as well as designing graphics for promotion of the library's services and resources.

### **Key Responsibilities**

1. Designs, builds, and maintains the library's web presence, including the library's intranet
2. Recommends innovative solutions and customer interfaces to improve usability and content.
3. Develops and initiate procedures for ongoing website updates and revisions.
4. Develops and document style guidelines for website content.
5. Analyzes user needs to determine technical requirements on an ongoing basis.
6. Develops concepts, graphics and layouts for exhibitions
7. Designs graphics and prepare publications to meet a variety of promotional needs such as flyers, newsletters, reports, invitations, brochures, pamphlets or other related visual materials and signs.
8. Collaborates with the Public Relations and Special Programmes team members to understand and implement designs as required
9. Keeps abreast of new and emerging development in web and graphics design and implementing recommendations and best practices
10. Prepares progress reports

### **Minimum Required Qualification and Experience**

- Bachelor's Degree in Information Technology or related field
- 2 years related experience

### **Required Skills, Knowledge and Competencies**

- Training or demonstrated experience in graphic design
- Sound knowledge of PHP, Javascript, HTML and CSS
- Proficient in Adobe Suite of programs.
- Working knowledge of the Macintosh computer operating system.
- A solid understanding of web design and usability as well as current web standards
- Proficiency with WordPress or other content management system
- Familiarity with basic SEO and performance best practices
- Experience with Google Analytics
- Demonstrated experience in designing visual images and layout of material on web sites and other visual media
- Ability to work in an environment with multiple deadlines
- Excellent communication, verbal and interpersonal skills.
- Problem-solving, sound decision-making and critical thinking skills.
- Possess strong organizational skills and attention to detail.
- Ability independently and collaborate effectively as a part of a team.

Salary scale \$1,406,073 - \$1,671,378 p.a.

### **\*N.B. Temporary position for one year in the first instance**

Applications accompanied by detailed resume should be sent by **Friday July 7, 2017** to:

Director HRM & Administration

National Library of Jamaica

12 East Street, Kingston.

Email: [nljhrm@cwjamaica.com](mailto:nljhrm@cwjamaica.com)