



BALTIMORE COUNTY PUBLIC LIBRARY

320 York Road
Towson, Maryland 21204
410-887-6177
www.bcpl.jobs

VACANCY ANNOUNCEMENT

POSITION: Marketing Production Supervisor
Grade 70

SALARY RANGE: \$45,725-\$70,905

LOCATION: Marketing and Development Department
Administrative Offices-Towson

NATURE OF WORK: Under general supervision, provides direction in the production of visual materials to support library services. Supervises staff involved in the development and production of visual materials, including artists and print staff. Thoroughly manages the life-cycle of all marketing requests to include prioritization, assignment to artist, coordination with printer, project schedule, compliance with guidelines and standards, budget, and communication with customers. Serves as contact with vendors and other audiences. Provides event management for branch programs and other activities with system-wide impact (e.g. ribbon-cuttings; ground breakings). Advises branches and departments in marketing highly visible events (e.g. anniversary celebrations). Coordinates non-print publicity for central programs and branch programs with system-wide impact, including radio/television advertising and PSAs. Develops and oversees effective community distribution of event posters and other visual marketing materials. Assists branches with outreach to community and organizations as requested. Provides design and production support as needed. Performs additional related duties in order to meet the needs of the department, library and system.

MINIMUM QUALIFICATIONS: Bachelor's Degree in a relevant field. Five years experience working within marketing, public relations, publicity or advertising, which includes at least three years experience with publicity project management and at least one year experience in the direct supervision of others. Graphic design and production expertise is highly desirable.

ESSENTIAL REQUIREMENTS OF THE JOB: Thorough knowledge of all aspects of graphic production and skill in project management. Demonstrated supervisory and leadership skills. Familiarity with printing and printing standards. Familiarization with Photoshop and Adobe Creative Suite. Additional knowledge of other design software and design elements is preferred. Strong computer skills and the ability to learn new programs and technology quickly. Excellent customer service skill. Assertive, outgoing and self-motivated, and able to make decisions in the absence of specific directions. Ability to work independently and as a member of a team. Exceptional communication, interpersonal and presentation skills. Detail oriented; good organizational and time management skills. Ability to manage projects on tight deadlines. Flexibility, initiative and ability to work under pressure. Sense of humor. Physical ability to work on computer keyboard and related machines to execute work.

CONDITIONS OF EMPLOYMENT: This position may involve working evenings and weekends. Regular job attendance and punctuality. Must be able to travel throughout the system and outside the system to attend meetings. This position is eligible for system-wide transfer. **This position requires a post-offer physical and drug screen.**

HOW TO APPLY: Application and resume should be submitted in writing to the Human Resources Department at 320 York Road, Towson, MD 21204 **no later than 5:00 p.m. on December 3, 2008.**
Fax: 410-887-3025. E-mail: human_resources@bcpl.net (MS Word attachments only).
Applications may be submitted online at www.bcpl.jobs.

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Baltimore County Public Library is an Equal Opportunity Employer and is committed to diversity in the workplace. The Library's policy is to treat all employees and applications equally and without regard to their race, color, religion, sex, national origin, sexual orientation, disability status as a disabled veteran or veteran of the Vietnam Era. This policy is applicable to all aspects of employment, including recruitment, hiring, training and promotions.

IF YOU NEED ASSISTANCE WITH ANY ASPECT OF THE APPLICATION PROCESS, PLEASE CALL THE HUMAN RESOURCES DEPARTMENT - 410-887-6177 OR TDD - 410-821-5705. U. S. LAW REQUIRES ALL APPLICANTS TO SHOW PROOF OF IDENTITY AND RIGHT TO WORK IN U.S.