

PUBLICATIONS SPECIALIST

NATURE OF WORK

This is responsible publishing work involving the preparation of various projects which require a skilled level of competence in producing a wide variety of publications and design materials.

Work involves responsibility for designing and generating a variety of informational materials for specific purposes. An employee within this classification works independently but within the framework of departmental policy. Supervision is received from an administrative superior with work being reviewed through reports, conferences, and results achieved.

EXAMPLES OF WORK PERFORMED

Consults with staff to determine the nature of the project and determines the most desirable method of visual presentation.

Designs and creates brochures, newspapers, pamphlets, booklets, special publications and other documents as requested by staff.

Consults with vendors and printers on determining proper layout, paper selection and ink color.

Operates computer and projector for power point presentations and slide presentations.

Prepares diagrams, charts, signs, training materials, and other visual aides to illustrate various departmental activities or information.

Operates computer scanner to scan and edits photographs and clip art for incorporation into printed materials.

Provides support to other staff with text preparation and printing.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of a variety of graphic art design work techniques such as desktop publishing and photographic scanning.

Knowledge in development, design, editing, and publication of informational materials.

Knowledge of modern office equipment, practices and procedures.

Knowledge of digital camera photo incorporation into publications.

Ability to exercise independent judgment in problem-solving and decision-making activities as related to core job responsibilities.

Ability to understand and carry out complex oral and written instructions.

Ability to apply a variety of computer software programs to different publishing assignments.

Ability to establish and maintain effective working relationships with co-workers and the general public.

Ability to communicate effectively both orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent supplemented by course work in computers, graphic arts and design or related field with considerable experience in producing a wide variety of graphic art and design materials.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by course work in computers, graphic arts and design or related field with experience producing a wide variety of publications and design materials or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Personnel Director

9/2002

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