

COMPUTERIZED PUBLISHING COORDINATOR

Code No: 4-18-405

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for assisting users in various school districts format and prepare documents for production on a centralized custom digital document publisher. The employee reports directly to and works under the general supervision of an administrative staff member. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other activities may be performed although not listed.)

Assist users in various school districts format and prepare documents for production on a centralized custom digital document publisher;

Maintains computerized files through storage, distribution and manipulation of various electronic documents and publications;

Facilitates and coordinates publishing operations on a custom digital document publisher;

Trouble shoots systems and network problems related to computerized publisher equipment and related software;

Proof-reads and edits instructional and non-instructional materials prior to publication;

Trains users in various school districts on system techniques, capabilities , and processes;

Acts as liaison to various school districts being served by the centralized publishing system.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of desktop publishing; good knowledge of English grammar and usage; good knowledge of computer systems, and compatible software particular to the various school districts; working knowledge of a variety of software used for desktop publishing; ability to communicate effectively, both orally and in writing; ability to trouble shoot on system and network problems; good judgment; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Communications, English, New Media/Publishing, Technical Communications or Journalism or a discipline closely related to one of these fields; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the areas listed above, plus two (2) years of paid full-time or its part-time equivalent experience in desktop publishing.
- (C) Four (4) years of paid full-time or its part-time equivalent experience as defined in (B) above; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: February 5, 1998

REVISED: October 7, 2010