

PUBLICATIONS SPECIALIST

Code No.: 3-05-114

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position which involves designing, proofreading and laying out publications. The employee will be working with department heads, their staff and others to coordinate the generation of printed material. This employee works under direct supervision from, and reports directly to, the department Director. Supervision is not a characteristic of this position. Does related work as required.

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

Works closely with the staff and faculty to develop the format, design, and composition for publications;

Develops the graphics for publications both photographic and artistic;

Marks copies and drafts for typesetting, for choosing proper type faces and for proper laying out of maps and illustrations;

Designs various office forms, posters, pamphlets, brochures, catalogs and handbooks;

Takes and develops pictures;

Writes bid specifications for printing projects;

Assists staff in determining the most proper, feasible and efficient way of including charts, maps and information in their publications.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the techniques, terminology, and equipment used in printing; good knowledge of the techniques involved in the layout of material prior to printing; good knowledge of the correct components of design; working knowledge of the various forms of typesetting; working knowledge of the proper layout of maps and illustrations; artistic and photographic skill; good ability to communicate effectively orally and in writing; ability to operate specialized printing and reproducing machines such as composer and headliner; ability to design a publication; ability to coordinate work on different levels and with various people; ability to proofread; ability to write bid specifications; ability to work well with people; initiative; resourcefulness, imagination; health commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma plus:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Graphic Arts, Photography, Printing or Audiovisual Technology plus two (2) years paid full-time or its part-time/volunteer equivalent experience involving the reproduction, design, and layout of print material; OR,

- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Photography, Audiovisual Technology, Printing or Graphic Arts plus four (4) years of experience as defined in (A) above; OR,
- (C) Six (6) years of experience as described in (A) above; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

ADOPTED: March 25, 1977

REVISED: December 16, 1987