

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services/ DAS101200
DIVISION OR INSTITUTION Administrative Services	UNIT OR OFFICE Office of Communications	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005394	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Layout Design Artist		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 7 PR 29 Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
JOB DESCRIPTION AND WORKER CHARACTERISTICS				
JOB CODE TITLE Layout Design Artist	JOB CODE 82121	%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
		75	On behalf of Department of Administrative Services (DAS) Office of Communications & under direction of the Deputy Director of Communications provides computer-generated graphic design & visual communication services: responsible for the layout & design of communications to state of Ohio employees covered under several benefits plans administered by Benefits Administration Services (BAS) in the DAS Human Resources Division and other divisions; works extensively with all graphic design software & applications (e.g., Illustrator, InDesign & PhotoShop); works to understand concepts & business issues in order to produce the expected work product; responsible for designing advertising &/or marking information as well as work products for campaigns suitable for print, direct mail, web, &/or other electronic versions; produces print-ready artwork or publications based upon needs of managers and other customers.	Knowledge of (1) agency & state policies & procedures relative to visual communications (e.g., written, verbal, visual)*; (2) public relations; (3) English composition & grammar; (4) visual communications. Skill in (5) use of graphic design software (e.g., Adobe CS3, Freehand, Photoshop, Macromedia Dreamweaver, SharePoint*, Illustrator, InDesign); (6) use of hypertext markup language (i.e., HTML); (7) operation of personal computer (e.g., MS Word). Ability to (8) electronically design print materials; (9) deal with many variables & determine specific course of action; (10) gather, collate & classify information about data, people or things; (11) cooperation with co-workers on group projects.
		25	Provides consultation, instruction & assistance to authors of complex computer related materials: plans & coordinates schedule to create, edit & publish content; performs edits & revisions as required; maintains electronic & paper files & records; responds to inquiries & requests for information; meets with manager & customers in order to coordinate information for final graphic material.	Knowledge of 1*, 2, 4 Skill in 5, 6, 7 Ability to 8, 9, 10, 11 *developed after employment
		List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Beth Gansman</i>
				DATE 2-26-14