

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS105740

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
State Printing & Mail Services

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005602

Reclassification

New Position

Update

Position Hyperlinked to   
Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Electronic Design Coordinator

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20005586 Printing Machine Supervisor

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified  
 Essential

Overtime:  Eligible  Exempt

Bargaining Unit 07

If FLSA Exempt, exemption type:

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NORMAL WORKING HOURS (Explain unusual or rotating shift): **Part-time**  
FROM: 8:00 am TO: 5:00 Report in location & work hours subject to change

### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	<p>Originates electronic designs: operates Window NT &amp; Macintosh operating system X; accesses &amp; maps network shared folders on NT network while successfully navigating &amp; operating Xerox Digipath software; retrieves electronic files via TCP/IP, IPX, &amp; AppleTalk protocols to format Digipath files for PostScript 1-3 level output devices; combines files (e.g., .RDO, .TIFF, &amp; .PDF) with computer generated vector or raster line art; performs color converting from RGB, spot color, CMYK for postscript error free files, trapping, overlays, duotones &amp; tight registration; manipulates pre-designed digital file for offset &amp; xerographic high speed printing, using latest graphic programs (e.g., InDesign, Pagemaker, Freehand, Photoshop, QuarkXpress &amp; Adobe Acrobat, Illustrator) on Windows &amp; Macintosh platforms; submits pre-flighted files to an NT platform high postscript Imaging Process unit; operates &amp; programs Fiery software (e.g., PitStop, DocBuilder Pro, Command Work Station) on High speed color copiers; coordinates printed communication materials &amp; publications (e.g., training materials, displays; posters, brochures, newsletters); ensures compliance with postal regulations; ensures product quality &amp; timeliness; determines standards &amp; most efficient methods of production to consider timeframes &amp;/or cost; uses design mediums (e.g., typography, photography, stock images, color, paper stock, size distribution) to design publications &amp; reviews final draft with approving agency/customer.</p>	<p>Knowledge of (1) State Printing policies &amp; procedures*; (2) public relations; (3) NT &amp; Macintosh operating systems; (4) Internet protocol (e.g., TCP/IP, IPX &amp; AppleTalk), Skill in (5) use of graphic design software (e.g., PageMaker, Freehand, Photoshop, QuarkXpress, &amp; Adobe Acrobat); (6) combining files (e.g., RDO, TIFF, &amp; PDF files) with computer generated vector line art; (7) performing trapping, overlays, duotones &amp; tight registration to complete high quality complex printed materials; (8) operation of personal computer &amp; related software (e.g., Microsoft Office Suite). Ability to (9) navigate through Xerox Digipath &amp; Smartboard software or comparable software; (10) retrieve electronic files via TCP/IP, IPX &amp; AppleTalk protocols to format Digipath files; (11) manipulate graphics programs on Windows &amp; Macintosh platforms; (12) program Fiery software to include Pit Stop, DocBuilder Pro, Command Work Station; (13) work with little supervision.</p> <p>*developed after employment</p>

JOB CODE TITLE  
Electronic Design Coordinator

JOB CODE  
52661

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Paul Kelly Howard*

8-10-11

*App'd 7.29.11 [Signature]*

