

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	<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 Electronic Design Coordinator		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005603 Printing Machine Supervisor	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 07 Page 1 of 2
NORMAL WORKING HOURS (Explain unusual or rotating shift): 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	Originates electronic designs: operates Window NT & Macintosh operating system X; accesses & maps network shared folders on NT network while successfully navigating & operating Xerox Digipath software; retrieves electronic files via TCP/IP, IPX, & AppleTalk protocols to format Digipath files for PostScript 1-3 level output devices; combines files (e.g., .RDO, .TIFF, & .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 & tight registration; manipulates pre-designed digital file for offset & xerographic high speed printing, using latest graphic programs (e.g., InDesign, Pagemaker, Freehand, Photoshop, QuarkXpress & Adobe Acrobat, Illustrator) on Windows & Macintosh platforms; submits pre-flighted files to an NT platform high postscript Imaging Process unit; operates & programs Fiery software (e.g., PitStop, DocBuilder Pro, Command Work Station) on High speed color copiers; coordinates printed communication materials & publications (e.g., training materials, displays; posters, brochures, newsletters); ensures compliance with postal regulations; ensures product quality & timeliness; determines standards & most efficient methods of production to consider timeframes & /or cost; uses design mediums (e.g., typography, photography, stock images, color, paper stock, size distribution) to design publications & reviews final draft with approving agency/customer.		Knowledge of (1) State Printing policies & procedures*; (2) public relations; (3) NT & Macintosh operating systems; (4) Internet protocol (e.g., TCP/IP, IPX & AppleTalk), Skill in (5) use of graphic design software (e.g., PageMaker, Freehand, Photoshop, QuarkXpress, & Adobe Acrobat); (6) combining files (e.g., RDO, TIFF, & PDF files) with computer generated vector line art; (7) performing trapping, overlays, duotones & tight registration to complete high quality complex printed materials; (8) operation of personal computer & related software (e.g., Microsoft Office Suite). Ability to (9) navigate through Xerox Digipath & Smartboard software or comparable software; (10) retrieve electronic files via TCP/IP, IPX & AppleTalk protocols to format Digipath files; (11) manipulate graphics programs on Windows & Macintosh platforms; (12) program Fiery software to include Pit Stop, DocBuilder Pro, Command Work Station; (13) work with little supervision.	
		*developed after employment		
JOB CODE 52661	List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhousen/ce</i>	
		DATE 4/2/12		

April 4/2/12 *pan*

