

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Communications	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005880 JOB CODE TITLE Program Administrator 2 JOB CODE 63123	<input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Update	Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree
	USUAL WORKING TITLE OF POSITION Graphic Design Program Manager	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION
	<input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Classified Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt	Bargaining Unit 22 PR 12 Page 1 of 2
	<input type="checkbox"/> Temporary <input type="checkbox"/> Unclassified <input type="checkbox"/> Intermittent <input type="checkbox"/> Essential	If FLSA Exempt, exemption type: Administrative
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.		

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
45	Acts on behalf of Chief Communications Officer, by providing Graphic Design program direction, with primary responsibility for coordinating & managing benefits graphic design related functions for Human Resources Division (HRD), Office of Benefits Administration Services: formulates & implements program policy to standardize creation, management & maintenance of visual concepts & themes for marketing benefits services; contributes to all phases of development & production of visual communication materials; develops visual management strategies (e.g., dashboards, standardized graphics & presentation materials); assists with research & develops creative design concepts to meet business objectives; conceptualizes, designs & produces materials that achieve divisional goals, while considering technological & budgetary constraints; explores & shares new knowledge about design industry, including trends, tools, & techniques in graphic design; maintains contact & coordinates activities with key staff, both within & external to Department; facilitates & provides support to other Communications activities.	Knowledge of (1) program/project management; (2) agency & state policies & procedures relative to visual communications (e.g., written, verbal, visual)*; (3) public relations, government structure & process*; (4) marketing; (5) English composition & grammar; (6) (7) visual communications. Skill in (8) use of graphic design software (e.g., Adobe CS3, PageMaker, Freehand, Photoshop, Macromedia Dreamweaver, SharePoint*, Illustrator, InDesign); (9) use of hypertext markup language (i.e., HTML); (10) operation of personal computer (e.g., MS Word). Ability to (11) work well with agency liaisons; (12) obtain & maintain valid driver's license; (13) electronically design print materials; (14) deal with many variables & determine specific course of action; (15) gather, collate & classify information about data, people or things; (16) cooperate with co-workers on group projects.
35	Acts as an organizer of special project meetings (e.g., includes initial & follow-up meetings) in coordination with Senior Communications & Media Specialist: provides logistical support, graphical interpretation & display of work products; offers suggestions for new ways of improving quality of designs & other project issues; prepares weekly reports for staff meetings.	Knowledge of 1, 2, 3, 4, 5, 6 Skill in 8, 9, 10 Ability to 11, 12, 13, 14, 15, 16 *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 3/16/16
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