

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

POSITION NUMBER 20005951	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/>	
			Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
<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 7 PR 31 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 Duties in Order of Importance	Knowledge, Skills & Abilities
75	<p>On behalf of the Department of Administrative Services (DAS) Office of Communications &amp; under direction of the Director of Public Affairs originates electronic designs and works extensively with all graphic design software &amp; applications (e.g., Illustrator, InDesign &amp; PhotoShop) to manipulate &amp; combine photographic images with computer-generated information to communicate messages/information for the layout &amp; design of communication material to state of Ohio employees covered under several benefits plans administered by Benefits Administration Services (BAS) in the DAS Human Resources Division (HRD); works with program managers in HRD BAS to understand concepts &amp; business issues in order to produce the expected work product; responsible for developing &amp; preparing communications/promotional advertisement for internal &amp; external audiences (e.g., brochures; publications; informational materials); ensures final designs are suitable for print, direct mail, &amp; World Wide web; produces print-ready artwork or publications based upon needs of BAS managers and other customers.</p>	<p>Knowledge of (1) agency &amp; state policies &amp; procedures relative to visual communications (e.g., written, verbal, visual)*; (2) public relations; (3) English composition &amp; grammar; (4) visual communications.</p> <p>Skill in (5) use of graphic design software (e.g., Adobe CS3, PageMaker, 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 &amp; determine specific course of action; (10) gather, collate &amp; classify information about data, people or things; (11) cooperation with co-workers on group projects.</p>
25	<p>Provides consultation, instruction &amp; assistance to authors of complex computer related materials: plans &amp; coordinates schedule to create, edits &amp; publish content; performs edits &amp; revisions as required; maintains electronic &amp; paper files &amp; records; responds to inquiries &amp; requests for information; meets with manager &amp; customers in order to coordinate information for final graphic material.</p>	<p>Knowledge of 1*, 2, 4. Skill in 5, 6, 7. Ability to 8, 9, 10, 11.</p>

JOB CODE 52661	List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
		<i>Pieter W. [Signature]</i>	4-5-12