

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

POSITION NUMBER 20005951 JOB TITLE Electronic Design Specialist JOB CODE 52662 <i>apd 12-4-14</i>	<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 Electronic Design Specialist		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 07 Page 1 of 2
	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 Department of Administrative Services (DAS), Office of Communication, provides computer-generated graphic design & visual communications services & creates & designs for internet &/or intranet websites; serves as senior graphic designer for agency; participates on integrated communications teams serving agency divisions, departments & project teams; generates ideas for & completes design, layout & production of agency internal & external, electronic & print publications (e.g., fact sheets, brochures, educational & program materials, reports, newsletters, magazines & other communications materials); creates visual concepts by hand or using computer software to communicate ideas that inform & educate customers of DAS; creates graphic design that enhances informational, marketing, educational & operational messages; develops & implements DAS brand guidelines & formats; educates others about DAS & State of Ohio brands; creates layout, font, color, type, logos, photography & other visual & written aspects of DAS & other related websites; participates in brainstorming sessions & mocking up of design ideas; meets with clients & adjusts designs to fit agreed upon needs; completes projects by working & coordinating with State Printing, outside agencies, art services, printers; serves as agency photographer & maintains updated photo files; manages publications budget; projects budgets & maintains schedules & deadlines; oversees maintenance, organization, inventory & distribution of DAS Communications' materials & supplies; designs exhibits for special activities (e.g., presentations, trade shows); produces slides, handouts & other materials for speeches & special presentations; represents agency in an informational capacity.</p>	<p>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; (5) web design & web content management systems (e.g., DotNetNuke); (6) project management. Skill in (7) use of graphic design software (e.g., Adobe CS3, Freehand, Photoshop, Macromedia Dreamweaver, SharePoint*, Illustrator, InDesign); (8) use of hypertext markup language (HTML) & Cascading Style Sheets (CSS); (9) operation of personal computer (e.g., MS Office Suite). Ability to (10) electronically design print materials & websites/web pages; (11) deal with many variables & determine specific course of action; (12) gather, collate & classify information about data, people or things; (13) cooperate with co-workers on group projects; (14) communicate effectively, both orally & in writing; (15) work with minimal direction; (16) think conceptually; (17) prepare meaningful, concise, & accurate reports .</p>	
	15	<p>Serves as back up graphic designer for components of agency website, internet & intranet; serves as communications liaison & works directly with DAS' Office of Information Technology (OIT) & web programmers; collaborates with cross-functional teams serving DAS, divisions, project teams, contractors & other stakeholders to implement web projects & to blend designs with artwork, photographs, animations & other visual design aspects with established web design programs; works</p>	<p>Knowledge of 1*, 2, 3, 4, 5, 6 Skill in 7, 8, 9 Ability to 10, 11, 12, 13, 14, 15, 16</p>	
	List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE <i>Beth J. ...</i>	DATE 12-4-14

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		with variety of clients to determine scope, audience, deliverables, & budgets, to include tracking project timelines, meeting milestones & resolving issues, as needed; ensures web pages & content deliverables are created according to DAS brand & quality standards; works independently &/or with OIT staff to troubleshoot issues that arise with educational/communications performance of website; works with OIT staff to develop interactive tools for website (e.g., on-line surveys, information requests); creates multimedia (e.g., animation, audio & video files) for site as needed; serves as agency point person for posting of online videos & other photography; ensures DAS website meets requirements of users; reviews website statistics & monitors usage & traffic levels; creates designs for & works with others to maintain content of agency's website; updates website to include new agency communications materials; analyzes use & effectiveness of website; reviews & edits content as needed to keep web pages up-to-date; maintains version control of website; promotes use of website internally & externally.		
	10	Develops reports related to agency communications & operations; performs other duties, as assigned.	Knowledge of 1*, 2, 3, 4, 5, 6 Skill in 7, 8, 9 Ability to 10, 11, 12, 13, 14, 15, 16, 17	
			*developed after employment	
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