

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Administrative Support Division

UNIT OR OFFICE
Office of Communications

POSITION NUMBER
20005951

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Layout Design Artist

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006656 Management Analyst Supervisor 2

NORMAL WORKING HOURS (Explain unusual or rotating shift)
9:00 a.m. - 6:00 p.m.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
75	On behalf of the Department of Administrative Services (DAS) Office of Communications & under direction of the Creative Services Manager provides computer-generated graphic design & visual communication services: responsible for the layout & design of communications to state of Ohio employees covered under several benefits plans administered by Benefits Administration Services (BAS) in the DAS Human Resources Divisions; works extensively with all graphic design software & applications (e.g., Illustrator, InDesign & PhotoShop); works with program managers in HRD BAS to understand concepts & business issues in order to produce the expected work product; responsible for designing advertising &/or marking information as well as work products for campaigns suitable for print, direct mail, World Wide web, &/or other electronic versions; produces print-ready artwork or publications based upon needs of BAS managers and other customers.	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. 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 & determine specific course of action; (10) gather, collate & classify information about data, people or things; (11) cooperation with co-workers on group projects.
25	Provides consultation, instruction & assistance to authors of complex computer related materials: plans & coordinates schedule to create, edits & publish content; performs edits & revisions as required; maintains electronic & paper files & records; responds to inquiries & requests for information; meets with manager & customers in order to coordinate information for final graphic material.	Knowledge of 1*, 2, 4. Skill in 5, 6, 7. Ability to 8, 9, 10, 11. *developed after employment

JOB CODE TITLE
Layout Design Artist

JOB CODE
82121

List Position Numbers & Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

10/22/08

APD 11-1-08