

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Information Technology

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/Business Support

POSITION NUMBER
20006019

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Electronic Design Specialist

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006017 (41014.0) Administrative Assistant 4

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

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JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
65	Provides computer-generated graphic design & visual communication services: writes HTML to create web pages using Dreamweaver software; creates & manipulates graphics for the web; participates in decisions regarding content, priorities & site design; maintains Office of Information Technology (OIT) & Infrastructure Services Division's (ISD) customer & public web sites by updating pages, checking links, adding pages, & building pages; conducts interviews & research to develop content using Contribute software; processes digital photographs for the web & other publishing media; updates & maintains the OIT & ISD intranet sites using SharePoint*; serves as SharePoint portal & ISD site administrator; assigns access rights & permissions to provisioned sites; modifies & designs team sites for internal SharePoint customers; populates sites as needed; provides customer services to SharePoint users.	Knowledge of (1) agency policies & procedures relative to visual communications (e.g., written, verbal, visual)*; (2) public relations; (3) visual communications; Skill in (4) use of graphic design software (e.g., PageMaker, Freehand, Photoshop, Macromedia Dreamweaver, SharePoint*); (5) use of hypertext markup language (i.e., HTML); (6) operation of a personal computer & related software; Ability to (7) electronically design print materials & websites/web pages; (8) recognize errors & make corrections to print & electronic materials; (9) handle sensitive inquiries from & contacts with officials & general public; (10) gather collate & classify information about data, people or things; (11) cooperate with co-workers on group projects.
25	Researches, writes & edits computer-related copy & other complex technical information (e.g., instructional materials, handbooks, operation procedure manuals, user guides) that may involve photography, layout & design: may prepare orders for duplication, printing & graphic services; participates in planning, direction, & production of multimedia produced for a variety of audiences.	Knowledge of 1*, 2, 3 Skill in 4, 5, 6 Ability to 7, 8, 9, 10, 11.
10	Provides consultation, instruction & assistance to authors of complex computer related materials: assists with newsletters as needed; plans & coordinates schedule to create, edit, & publish content; performs edits & revisions as required; maintains electronic & paper files & records; responds to inquires & requests for information; meets with customers, coordinates website information with managers & supervisors. Must submit to & pass a personal background check.	Knowledge of 1*, 2, 3 Skill in 4, 5, 6 Ability to 7, 8, 9, 10, 11. * developed after employment

JOB CODE TITLE
Electronic Design Specialist

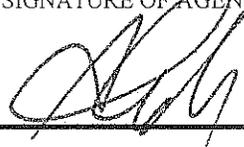
Apd 8-27-08 CB

JOB CODE
52662

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



8/14/08