

<h1 style="margin:0;">POSITION DESCRIPTION</h1>	<h2 style="margin:0;">OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES</h2>	AGENCY Administrative Services
		DIVISION OR INSTITUTION General Services Division
		UNIT OR OFFICE Office of Procurement Services

POSITION NUMBER 20075105	<input checked="" type="checkbox"/> State Agency <input type="checkbox"/> County Agency <input type="checkbox"/> New <input checked="" type="checkbox"/> Change		County of Employment Franklin	
	USUAL WORKING TITLE OF POSITION Electronic Design Specialist		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005658 State Purchasing Procurement Manager	
	NORMAL WORKING HOURS (Explain unusual or rotating shift) 8:15a.m. - 5:15p.m. (Report-in location subject to change.)			Page 1 of 2
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
	%	Job Duties in Order of Importance	Minimum Acceptable Characteristics	
55	Provides computer-generated graphic design & visual communications services & creates, designs & maintains internet &/or intranet websites for State Procurement: creates & designs new web pages; updates web pages; connects links utilizing hypertext markup language; ensures content & hypertext links are current, operational & comply with regulatory requirements; updates food manuals on website using Dreamweaver software; provides computer generated designs & visual communication services (e.g., internal & external websites, presentations, special events); consults with Management Information Systems (MIS) representatives participating in decisions regarding web page concepts, navigation, content & site design; keeps abreast of emerging web technology trends; recommends policies & procedures regarding new software.	Knowledge of (1) agency polices & procedures relative to procurement* (2) office practices & procedures; (3) technical terminology in appropriate area; (4) web design software (e.g., Hypertext Markup Language (HTML), Dreamweaver). Skill in (5) operation of personal computer and related software/hardware (e.g., MS Word, Excel, Adobe Acrobat, Power Point). Ability to (6) interpret a variety of instructions in written, oral, graphic or schedule form; (7) use proper research gathering data; (8) arrange item in numerical or alphabetical order; (9) sort items into categories, according to established methods; (10) complete routine forms; (11) maintain accurate records; (12) proofread technical materials & electronic materials, recognize errors & make corrections.		
30	Develops & plans visual concept for creation of on-line communications for Procurement's external & internal audiences for access on internet&/extranet: proofs for accuracy & converts Microsoft Word documents (e.g., Invitation to Bid/Request for Proposals, contracts & related addenda/amendments) into pdf format; activates all links utilizing hyper-text markup language; posts documents to web server directory for DAS & non-DAS entities; enters data related to Invitation to Bid, Request for Proposals, contracts & related addenda/amendment (e.g., Bid/RFP number, posting, opening & inquiry dates, title of opportunity, terms & conditions) into web database to update State Procurement website; updates announcements in web database & Omnicom (bidder registration system); works with information technology division to post items on servers for testing & final publication; assigns bid numbers, index numbers & opening dates.	Knowledge of 1*, 2, 3, 4 (13) visual communications Skill in 5 Ability to 6, 7, 9, 11, 12, (14) electronically design print materials & web sites/web pages, (15) cooperate with co-workers on group projects, (16) handle inquiries from public officials & general public.		
52662	List Position Numbers and Class Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/jc</i>	
			DATE 11/5/08	

Apr 2-20-09 CK

