

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105000

DIVISION OR INSTITUTION
General Services Division

UNIT OR OFFICE
State Procurement Services

COUNTY OF EMPLOYMENT
Franklin

POSITION NUMBER
20075105

Reclassification New Position Update Position Hyperlinked to Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Electronic Design Specialist POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: See Table of Organization

Permanent Classified Overtime: Eligible Exempt Bargaining Unit 14
 Temporary Unclassified
 Intermittent Essential If FLSA Exempt, exemption type: Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m. Report in location and work hours subject to change.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
40	Provides computer-generated graphic design & visual communications services (e.g., internal & external websites, presentations, special events, etc.). Maintains internet &/or intranet websites for State Procurement; creates & designs new web pages; updates web pages; connects links utilizing hyper-text markup language; ensures content & hypertext links are current, operational & comply with regulatory requirements; updates website using Microsoft Visual Studio; consults with Information Technology Services (ITS) 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 policies & 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, Microsoft Visual Studio, Team Foundation Server). Skill in (5) operation of personal computer and related software/hardware (e.g., MS Word, Excel, Adobe Acrobat, Power Point, OAKS*). 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.
50	Develops & plans visual concept for creation of on-line communications for Procurement's external & internal audiences: proofs for accuracy & converts Microsoft Word and Excel 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; enters data into web database to update State Procurement website works with information technology division to post items on servers for testing & final publication; processes tasks related to advertising solicitation documents; assists in enabling & maintenance of contracts & items in Ohio Marketplace eCatalog (e.g., creates & maintains vendors, contracts, items and pricelists).	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.

*developed after employment.

Apd 7.30.14 @

JOB CODE TITLE
Electronic Design Specialist

JOB CODE
52662

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE
7/30/14



