

ELECTRONIC PUBLISHING COORDINATOR

KIND OF WORK

Administrative desktop publishing work.

NATURE AND PURPOSE

Under limited supervision, performs agency publication and design work making use of several software packages. Consults with clientele on page layouts, design and revision information related to publication and style guidelines. An employee in this class is involved in the process of formatting, drafting, and finalizing documents, pages, printed material, graphs, charts and diagrams. Performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Produces complex research reports, brochures, flyers, newsletters, tables, graphs, maps and conference materials.

Meets with authors, designers, and others to work on formulating publications, preparation of layouts, design, revisions, etc.

Explores and initiates improvements to desktop publishing processes to facilitate needs of the organization.

**Reads instructions, manuscripts, and proof sheets to determine information targeted for storage, retrieval, or modification and to obtain computer control codes. Examines proof copy of tapes for errors and marks error or makes corrections. Designs layout of page elements, such as illustrations, charts, text, justification, spacing, and margins, using typesetting, design, and drafting knowledge. Calculates dimensions for enlargements and reductions of copy. Removes copy or completed tapes from machine. Positions copy and instructions in copyholder. Draws decorative or illustrative designs on copy.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Technical Competencies:

Knowledge of desktop publishing production design sufficient to recommend final product design and layouts.

Knowledge of printing terminology, graphics file specifications, color separations, etc.

Knowledge of an extensive variety of software such as Pagemaker, Ventura, Framemaker, Freelance, Corel Draw, WordPerfect for Windows and Lotus.

Knowledge of continually changing print and electronic publishing techniques sufficient to use initiative and creativity in design and layout of materials.

Ability to provide technical recommendations to authors and designers.

*Computer: Troubleshoots difficult systems problems. Works with IS to resolve complex problems. Assists in the development or redesign of agency information systems. Evaluates the effectiveness of new or modified technology. Develops complex databases using available software, or modifies current databases to maintain their efficiency and functionality as critical information systems. Determines what information to collect and retrieval methods given a specific purpose. Performs advanced searches and queries to generate more complex reports.

**Clerical: Knowledge of administrative and clerical procedures and systems such as word processing systems, filing and records management systems, stenography and transcription, forms design principles, and other office procedures and terminology.

**Computers and Electronics: Knowledge of electric circuit boards, processors, chips, and computer hardware and software, including applications and programming.

**Degree of Automation: Indicate the level of automation of this job.

Work Management Competencies:

Ability to serve as a liaison and contact for the printing and distribution of documents produced by agency staff.

*Concern for Productivity: Identifies the needs of a large project and plans how they will be met. Evaluates and redistributes the workload of a group or team. Plans and delegates work assignments to others. Creates efficient tracking systems to monitor multiple activities and results of a group or team.

*Concern for Order and Quality: Develops changes to multiple, interrelated processes and tools within a team or division. Obtains input from customers/end-users in redesigning processes and tools. Recommends how and when a change in process or policy can effectively be implemented. Evaluates the effectiveness of new or modified processes.

*Analysis, Problem Solving and Decision-Making: Formulates and weighs alternative solutions and sees consequences and effects; chooses an appropriate solution from available options. Involves and/or guides individuals or groups in problem solving. Evaluates effectiveness of solutions and their long-term impact.

**Wrist-Finger Speed: The ability to make fast, simple, repeated movements of the fingers, hands, and wrists.

Interpersonal Competencies:

Ability to communicate effectively with supervisor and other team members regarding status and prioritization of workload, availability of resources, equipment, software problems, etc.

Ability to establish and maintain effective working relationships with clients.

*Communication for Results: Drafts written correspondence based on own research and analytical results. Influences others to get results or action. Uses diplomacy to communicate more difficult messages. Communicates in ways that gain cooperation from and reinforce accountability in others.

*Customer Focus: Develops and maintains long term relationship with customers, and develops trust and cooperation.

*People, Work Group and Team Skills: Uses effective approaches to manage conflict so that others continue to accomplish tasks and goals. Clarifies roles and expectations of team members and identifies their development needs. Gives feedback on their performance. Maintains networks with other staff to identify/utilize opportunities for cross-divisional, cross-unit or outside entity collaboration.

*Personal Effectiveness: Pursues a more in-depth understanding of own work to achieve mastery within areas of responsibility. Shows concern for maintaining sharpness of skill level. Seeks challenging assignments to increase learning and develop new skills. Takes personal responsibility to develop competencies for future expectations and opportunities.

* From PROGRES Paraprofessional Job Track 3

** From O*NET Dictionary of Occupational Titles, 1998

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Former Title(s):