

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title Graphic Production Assistant
Sch & Grade PAT-5
Class Code CO58
FLSA Status Non-exempt
Bargain Unit Elig. AFSCME
Occupational Group Public Info & Education

PRIMARY PURPOSE:

To perform production, graphic, administrative, and various support duties for public information and education programs for the City of Springfield.

SUPERVISION:

Under direct supervision.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Writes, designs & coordinates printing of informational pieces, displays or educational materials for the City of Springfield including internal and external newsletters, brochures, fliers, and invitations.
2. Integrates written text into successful layouts for print and Internet publications using an Apple computer and Quark Xpress, Microsoft Word, Adobe Photoshop and Adobe Illustrator.
3. Operates word processing, desktop publishing, and Internet publishing software relating to production and graphic design.
4. Assists in the production of city videos, new programs, and web sites including researching, outlining, writing, videotaping, photographing, organizing, and publicizing.
5. Creates original and unique designs, graphics, and concepts for electronic and print media.
6. Utilizes photography skills to include shooting, editing and image optimization.
7. Prepares oral and written reports using supplemental visual aids and handouts, such as PowerPoint.
8. Sets up, functions as city representative, and disassembles displays for special events, presentations, and trade shows.
9. Coordinates the planning, production and execution of special events including creating special designs and coordinating registration and volunteer participation activities, as assigned.
10. Demonstrates ability in choosing and manipulating appropriate type fonts, images, textures and colors by integrating diverse elements into a visually pleasing layout.
11. Makes deliveries and pickups to and from a variety of off-site locations and media sources.
12. Writes, records, monitors, and maintains City information sources such as hotlines on an as needed and/or requested basis.

IMPORTANT FUNCTIONS:

1. Assists in coordinating the Partners in Education Program as assigned.
2. Organizes, schedules, and gives tours of City Hall, the Busch Municipal Building, and other City facilities.
3. Assists in the maintenance of the City's homepage, including designing and uploading of information.
4. Logs information requests.
5. Assists at various special events as assigned.

Performs related duties as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Correct grammar, standard English usage, punctuation, and spelling; principles and procedures involved with electronic, Internet and print media.

Abilities

Must possess writing and production skills for electronic and print media. Must have the ability to follow oral and written instructions; prepare and maintain accurate records; prepare and present oral and written reports; type accurately; effectively operate word processing, desk top and Internet publishing software relating to production and graphic design; think creatively and develop new or innovative designs and concepts; present an overall professional image; deal effectively and courteously with associates and the general public; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Requires two years of work related experience in communications, journalism, broadcasting, graphics or a related field or Associate Degree from an accredited college or university in communications, journalism, broadcasting, graphics, or related area of study. Any combination of work related experience and coursework equivalent to the above stated requirements is acceptable.

Physical Requirements

Perform bending, squatting, kneeling, and reaching to both ground level and overhead; operates production and graphic equipment; lifts and carries objects weighing up to 40 pounds such as display exhibits; pushes and pulls equipment up to 120 pounds. Must be able to produce and design using desktop and Internet publishing software. Subject to periods of prolonged sitting. Must be able to move through City buildings while speaking to tour groups.

Working Environment

Primarily indoors in a general office environment although occasionally may work outside during still camera shoots, ribbon cuttings, etc. and therefore susceptible to extreme weather conditions.

Licensing/Certification

None required.

Miscellaneous Requirements

Some evening and weekend work is required. Must be able to provide transportation at any given time during assigned working hours. If driving a vehicle during the course of performing job duties, incumbent must possess a valid Missouri Motor Vehicle Operator's License and have appropriate insurance for privately owned vehicle.

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO. 5521
Comments:	Updated Abilities	Date: January 23, 2006

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ Dated: _____