

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Publications Design Assistant</u>
Sch & Grade	<u>PAT-4</u>
Class Code	<u>FE66</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Administrative Support</u>

PRIMARY PURPOSE:

Performs publications design work including creating and designing a wide variety of projects for print media utilization; performs responsible administrative office duties.

SUPERVISION:

Under direct supervision.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Creates original designs, unique concepts, and graphics for a wide range of print media projects.
2. Utilizes a broad range of computer software for publication design including desktop publishing, drawing and paint programs, Windows, etc. as well as appropriate hardware such as graphics scanners.
3. Operates word processing, spreadsheet, and data base software at an advanced level relating to document preparation and design.
4. Prepares, processes, and maintains various records, reports, and files that are moderately complex in nature.
5. Identifies and selects appropriate guidelines and/or policies when making decisions that have a significant impact on such things as the operation of programs.
6. Processes and maintains necessary paperwork such as accounts payable forms, field purchase orders, requisitions, etc.
7. Responds to telephone or in-person inquiries including greeting and dispensing information to the public on departmental information as necessary.
8. Reads a variety of information including city ordinances, draft documents, policies, phone lists, etc.
9. Prepares necessary correspondence as required.
10. Performs a variety of office administration tasks such as copying, filing, faxing, etc.

IMPORTANT FUNCTIONS:

1. Utilizes basic math for calculations necessary for various reports, budget information, etc.
2. Sorts, cross-indexes, and files correspondence, reports, records, and other materials according to alphabetical or other acceptable organization methods.

Performs related work as required.

QUALIFICATIONS REQUIRED:

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

Knowledge

Computer software applications relating to graphics and publications design including desk top publishing and drawing/paint programs as well as applications involving word processing, spreadsheet, and data base functions; modern office practices and procedures; accurate grammar, spelling, punctuation and standard English usage; record keeping and filing system methods.

Abilities

Effectively operate a wide variety of computer software and hardware for graphic and publication work; type accurately at a rate of approximately 40-50 words per minute depending on departmental assignment; follow oral and written instructions; prepare and maintain records, reports, etc.; maintain appropriate level of confidentiality for both written and verbal information; 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; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public; present an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

At least two years of experience in general office work with special emphasis in computerized publication design and production.

Physical Requirements

Performs bending, sorting, kneeling, and reaching to both ground level and overhead to complete such tasks as filing; lifts and carries up to 10 pounds; pushes and pulls up to 25 pounds; must be able to hold and grip objects; may be subject to sitting for long periods of time; possesses ability necessary to operate computer hardware such as a keyboard, mouse, scanner, etc.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment.

Licensing/Certification

None required.

Miscellaneous Requirements

None required.

Last Revision:	February 14, 2012	GENERAL ORDINANCE NO. 4399
Comments:	Updated Abilities	Date: January 10, 1994

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: _____ **Date:** _____