

LANCASTER COUNTY PUBLICATION AND RESOURCE ASSISTANT

NATURE OF WORK

This is responsible technical work involving the preparation of various projects which require a skilled level of competence in graphic arts.

Work involves responsibility for designing and generating a variety of informational materials for various departments, specific clientele and public use. An employee in this class is expected to cooperate and participate with other employees within other county departments. An employee within this classification works independently but within the framework of departmental policy. General supervision is received through consultation with an administrative superior with work being reviewed by methods used and results obtained. May supervise subordinate clerical or technical staff.

EXAMPLES OF WORK PERFORMED

Consults with department representative to determine the nature of the project and determine the most desirable method of visual presentation.

Designs and creates specialized graphic art work such as: display advertisement design, newsletter design and layout, logo design, graphics for television and other graphics arts works.

Designs pamphlets, bulletins, manuals and booklets for mass reproduction, and designs other specialized forms and reports for in-house use. Coordinates printing schedule with print shop or outside vendors.

Prepares diagram charts, signs, training materials, and other visual aides to illustrate various departmental activities or information. Use computer scanner to scan and edit photographs and clip art for incorporation into printed materials.

Provides technical support to other staff with text preparation and printing.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Knowledge of a variety of computerized graphic art design work techniques such as desktop publishing, photographic scanning, and graphics for television.

Knowledge in development, design, editing, and publication of informational newsletter.

Knowledge of a variety of audio-visual and visual production equipment such as videocamera recorders and overhead projectors.

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ASSISTANT

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Ability to operate a variety of graphic, reproduction, audio-visual and photographic equipment and tools utilized in graphic arts and reproduction work.

Ability to exercise independent judgment in problem-solving and decision-making activities as related to core job responsibilities.

Ability to establish and maintain effective working relationships with governmental agencies, co-workers, and the general public.

Ability to communicate effectively both orally and in writing.

Skill in the use, care, and maintenance of graphic, reproduction, audio-visual and photographic equipment and tools.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in journalism or English supplemented by college-level course work in computers, graphic arts and design or related field with considerable experience in producing a wide variety of graphic art and design material.

MINIMUM QUALIFICATIONS

Graduation from a community college with experience producing a wide variety of graphic art and design material or any equivalent combination of training and experience which provides the desirable knowledge, abilities and skills.

Approved by: _____
Personnel Director

1/06

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