

POSITION DESCRIPTION

OHIO DEPARTMENT OF
ADMINISTRATIVE SERVICES

AGENCY
Department of Information Technology

DIVISION OR INSTITUTION
Office of Information Technology

UNIT OR OFFICE
ISD/Business Support

☒ State Agency ☐ County Agency ☐ New Position ☒ Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Electronic Design Specialist

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20006017 (41014.0) Administrative Assistant 4

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

Page 1 of 1


JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
65	Provides computer-generated graphic design & visual communication services: writes HTML to create web pages using Dreamweaver software; creates & manipulates graphics for the web; participates in decisions regarding content, priorities & site design; maintains Office of Information Technology (OIT) & Infrastructure Services Division's (ISD) customer & public web sites by updating pages, checking links, adding pages, & building pages; conducts interviews & research to develop content using Contribution software; processes digital photographs for the web & other publishing media; updates & maintains the OIT & ISD intranet sites using SharePoint*; serves as SharePoint portal & ISD site administrator; assigns access rights & permissions to provisioned sites; modifies & designs team sites for internal SharePoint customers; populates sites as needed; provides customer services to SharePoint users.	Knowledge of (1) agency policies & procedures relative to visual communications (e.g., written, verbal, visual)*; (2) public relations; (3) visual communications; Skill in (4) use of graphic design software (e.g., PageMaker, Freehand, Photoshop, Macromedia Dreamweaver, SharePoint*); (5) use of hypertext markup language (i.e., HTML); (6) operation of a personal computer & related software; Ability to (7) electronically design print materials & websites/web pages; (8) recognize errors & make corrections to print & electronic materials; (9) handle sensitive inquiries from & contacts with officials & general public; (10) gather collate & classify information about data, people or things; (11) cooperate with co-workers on group projects.
25	Researches, writes & edits computer-related copy & other complex technical information (e.g., instructional materials, handbooks, operation procedure manuals, user guides) that may involve photography, layout & design: may prepare orders for duplication, printing & graphic services; participates in planning, direction, & production of multimedia produced for a variety of audiences.	Knowledge of 1*, 2, 3 Skill in 4, 5, 6 Ability to 7, 8, 9, 10, 11.
10	Provides consultation, instruction & assistance to authors of complex computer related materials: assists with newsletters as needed; plans & coordinates schedule to create, edit, & publish content; performs edits & revisions as required; maintains electronic & paper files & records; responds to inquiries & requests for information; meets with customers, coordinates website information with managers & supervisors.	Knowledge of 1*, 2, 3 Skill in 4, 5, 6 Ability to 7, 8, 9, 10, 11.
	Must submit to & pass a personal background check.	* developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE



8/14/08

POSITION NUMBER
20006019

JOB CODE TITLE
Electronic Design Specialist

APD 8-27-08 CB

JOB CODE
52662