

Title: Publications Specialist	Effective Date: June 24, 2017	Grade: XIII	Job Category: Professional
Prior Title: Publications Specialist	Prior Effective Date: October 4, 2016	Grade: X	Page: 1 of 1

CHARACTERISTICS OF WORK

Under general supervision, this position is responsible for receiving information and formulating, creating and designing publications.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Perform all work necessary for production of various Department publications such as reports, various studies, booklets and brochures.
- Gather, analyze, and prepare data for presentations.
- Communicate with internal and external reproduction sources concerning publication requirements.
- Assist with cross-platform integration of graphics into word processing documents.
- Produce charts and graphs for reports, presentations, and publications.
- Coordinate printing and distribution of office publications.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Demonstrated English and grammar skills. Education or experience in commercial or graphic art. Desktop publishing experience. Proficiency with Microsoft Excel (including graphing capabilities), Word, Access, Publisher, and PowerPoint. Proficiency with Adobe Creative Suite including InDesign, Photoshop, Illustrator, and Acrobat.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

