

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

ELECTRONIC PUBLISHING SPECIALIST

DEFINITION:

Under general supervision, to prepare written and graphic materials for offset reproduction by developing formats, preparing graphs and line drawings, and operating computerized composing equipment; and to perform related work.

*** EXAMPLES OF DUTIES:**

- From rough drafts or verbal instructions, develops formats for announcements, forms, booklets, and printed materials;
- Makes graphs, creates charts, and line drawings to illustrate printed materials;
- Lays out copy in attractive and practical form by determining proper line length, spacing, size and style of type;
- Prepares complete camera copy by using a typesetting composer computerized layout equipment, preprinted materials, photographs, or ink drawings;
- Proofreads;
- Keeps records of work performed;
- Meets with clients to discuss their layout and printing needs;
- Creates layouts for HTML Web pages or similar electronic formats;
- Utilizes a variety of computer applications related to the designated printing of documents;
- Coordinates the creation of document layouts for City-wide projects by acting as a liaison with various departments.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Two years of experience in layout composition including the operation of a typesetting composer or similar machine.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.