

PUBLICATIONS ASSISTANT Tompkins County

Classification: Competitive

Labor Grade: 0

Approved: 0

MINIMUM QUALIFICATIONS: EITHER:

(a) Graduation from a regionally accredited or New York State registered two year college with an associates degree in graphics, design, publications, or a related field AND (2) two years of full-time paid (or the equivalent part-time and/or volunteer) experience in publications design and layout, including experience using a desktop publishing system and with the manual paste up process; **OR**

(b) High school diploma or equivalency **AND** (4) four years of full-time paid (or the equivalent part-time and/or volunteer) experience in publications design and layout, including experience using a desktop publishing system and with the manual paste up process.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for the creation of designs, formats, and layout preparation using desktop publishing software to produce camera ready material. The incumbent will coordinate various aspects of the publications process, track projects, provide close contact with clients and vendors, and assist with writing and editing college publications. The work is performed under the general supervision of the advertising and publications editor. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Responsible for the design and format of college publications;
- Assists the advertising and publications editor in writing and editing college publications;
- Researches appropriate information sources for program materials;
- Prepares page layouts using desktop publishing software to produce camera ready material;
- Prepares manual paste-up camera ready material as necessary;
- Assists in contacting vendors regarding publication scheduling and tracking;
- Consults with graphics designer on design concepts;
- Coordinates planning of major projects with editor and designer;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Excellent knowledge of graphic design and layout;
- Thorough knowledge of the operation of desktop publishing systems;
- Thorough knowledge of publications production process;
- Excellent knowledge of the use of paper and ink colors;
- Ability to meet deadlines;
- Ability to work quickly and produce accurate materials;
- Ability to work effectively with clients, vendors and members of the production team;
- Provide strong organizational skills;
- Demonstrated artistic ability;
- Ability to follow written and oral instruction for media production;
- Good judgement, initiative, resourcefulness, tact;
- Physical condition commensurate with the demands of the position.