

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
ELECTRONIC PUBLISHING SPECIALIST - 1583

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 Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Two years of full-time 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.**