



# *Provincial Job Description*

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***TITLE:***  
**(335) Desktop Publisher**

***PAY BAND:***  
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***FOR FACILITY USE:***

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***SUMMARY OF DUTIES:***

Designs layouts for new and revised forms, brochures, articles and audiovisual aids, working from rough copy and preparing materials for reproduction.

***QUALIFICATIONS:***

- ◆ Office Education – Computer Office Assistant - advanced certificate

***KNOWLEDGE, SKILLS & ABILITIES:***

- ◆ Advanced computer skills
- ◆ Advanced keyboarding skills
- ◆ Communication, organizational and interpersonal skills
- ◆ Ability to work independently

***EXPERIENCE:***

- ◆ Previous: Twelve (12) months previous experience in an office environment.

## ***KEY ACTIVITIES:***

### **A. Desktop Publishing**

- ◆ Uses multiple Desktop Publishing programs/systems (e.g., scanners, photographic, printers) to design, create and revise forms, brochures and visual aids.
- ◆ Creates and maintains databases.
- ◆ Discusses design options with clients, establishes design guidelines and advises on project material costs (e.g., design, styles, ink colours).
- ◆ Creates, designs and reviews layouts with clients.
- ◆ Collects and analyzes project data (e.g., time and material usage).
- ◆ Develops resource templates.
- ◆ Provides technical Desktop Publishing information to clients/departments/programs.
- ◆ Oversees the completion of projects (e.g., cutting, laminating, trimming, gluing).

### **B. Media/Communications**

- ◆ Coordinates scheduling of media events/personal appearance (e.g., “Health Matters”, “Health File”).
- ◆ Distributes articles/printed material.
- ◆ Edits/formats articles for publication.
- ◆ Maintains electronic archives.

### **C. Related Key Work Activities**

- ◆ Prepares month end reports.
- ◆ Provides clerical duties where required, by the job (e.g., takes minutes, files, books rooms).
- ◆ Maintains reference book of available materials.
- ◆ Orders, packages and ships business cards.
- ◆ Assists with distribution of stocked printed material.
- ◆ Maintains inventory.

*The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be construed as a detailed description of all related work assignments that may be inherent to the job.*

*Any revisions of this document recommended by the Joint Job Evaluation Maintenance Committee must be approved by the Parties.*

*Validating Signatures:*

*CUPE:*

*SEIU:*

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*SGEU:*

*SAHO:*

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