



Provincial Job Description

TITLE:
(335) Desktop Publisher

PAY BAND:
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FOR FACILITY USE:

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:

- ◆ New Media Communications 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:

SGEU:

SAHO:

Date: June 13, 2012