

## **DEPARTMENT WEB / PUBLICATIONS COORDINATOR**

### **JOB PURPOSE AND SUMMARY**

The Department Web/Publications Coordinator performs work as follows: coordinating and updating department's Internet information; coordinating, creating, and producing a broad variety of communication materials, including displays, brochures, posters, postcards, flyers, flowcharts, certificates, signs, and diagrams. Produces Community Development's annual report, monthly newsletter, and monthly recognition program displays. Maintains department internet website, and monthly e-News bulletin for general public.

### **CLASSIFICATION DISTINCTIONS**

This single incumbent position works with considerable independence, under general direction and exercises considerable judgment in coordinating the department's Internet information, and a broad variety of department communication materials.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES:**

- Develops, implements, and maintains Community Development website, web pages, forms and graphics in accordance with County technological and design parameters.
- Updates and maintains department Intranet site and facilitates weekly updates to CD Internet site through County's OBIS and Public Information and Outreach departments.
- Coordinates department web development group.
- Designs and produces department's visual materials including displays, brochures, posters, postcards, flyers, flowcharts, certificates, signs, diagrams, programs, name plates, and program letterhead. Consults with department staff throughout the process.
- Coordinates and oversees production of annual reports, employee newsletters, monthly recognition program displays, and e-News bulletin for the public.
- Collaborates with County divisions for implementation of new and revised internet capabilities.
- Produces artwork on the computer. Researches and obtains photographs, artwork and illustrations to be used. Produce and prepare pre-press camera ready or digital graphics for in-house printers and outside vendors.

Clark County, Washington

- Assists staff with appropriate web file creation and design for posting on the intranet/internet.
- Orders printed materials through county printshop and outside vendors, including sign makers, blueprint companies, printers, and copy companies; obtains quotes and purchase order numbers.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience**

- College level coursework in graphic design or a related field.
- At least two (2) years of experience related to the work described above.

Any combination of education, experience, and training that demonstrates the ability to perform the work will be considered.

**Knowledge of:** communications and publication techniques, practices, and principles; printing processes, color separations, scanning, screen, and print resolutions; related computer programs and tools including MS PowerPoint, Tidemark, computer graphics applications, HTML, pdf, jpg, and gif file formats; internet programming concepts and database design concepts.

**Ability to:** develop effective and attractive communications and Internet materials and information; research and obtain communications services and products, including printing and developing; work with department staff to determine project needs; develop and implement web surveys; learn and apply computer and Internet programs and graphics applications; work on multiple projects within varying timeframes;; and establish and maintain effective working relationships with coworkers, supervisors, vendors and contractors; understand the functions and interactions of the County's divisions.

## **WORK ENVIRONMENT & PHYSICAL DEMANDS:**

Incumbents typically work in an office setting, including constructing exhibits and displays, which involves physical dexterity. Work involves management of multiple priorities and can involve face to face interaction requiring interpretation of ideas of others.

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