

Title: <b>Publications Specialist</b>	Effective Date: April 17, 2023	Grade: XIII	Job Category: Professional
Prior Title: Publications Specialist	Prior Effective Date: June 24, 2017	Grade: XIII	Page: 1 of 1

***CHARACTERISTICS OF WORK***

Under general supervision, this position is responsible for receiving information and formulating, creating and designing publications.

***EXAMPLES OF WORK***

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Perform all work necessary for production of various Department publications such as reports, various studies, booklets and brochures.
- Gather, analyze, and prepare data for presentations.
- Communicate with internal and external reproduction sources concerning publication requirements.
- Assist with cross-platform integration of graphics into word processing documents.
- Produce charts and graphs for reports, presentations, and publications.

***MINIMUM REQUIREMENTS***

Education and experience: The educational equivalent to a diploma from an accredited high school. Education or experience in commercial or graphic art. Desktop publishing experience.

Knowledge, skills and abilities: Demonstrated English and grammar skills. Proficiency with Microsoft Excel (including graphing capabilities), Word, Access, Publisher, and PowerPoint. Knowledge of Adobe Creative Suite including InDesign, Photoshop, Illustrator, and Acrobat. Strong communication skills both orally and in writing. Attention to detail.

Working conditions: Office environment.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*