



**Orange County Department of Education  
Human Resources Department  
Classified Class Specification**

**Class Code: 5079  
Date Adopted: July 1, 2008  
Date Revised: May 4, 2016**

**FLSA Status: Nonexempt  
Union Representation: Represented**

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## **Publications Support Specialist**

### **GENERAL PURPOSE**

Under general supervision, performs a variety of activities in the design, creation, and production of newsletters and other publication and presentation charts and materials; operates computers and software in the design, preparation, and production of text and graphic materials; performs other difficult and responsible administrative support duties; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Publications Support Specialists perform difficult and specialized duties in the design, writing, development, and production of OCDE and other newsletters and other presentation materials in support of OCDE communications and outreach activities.

Publications Support Specialist is distinguished from other administrative support classes by the incumbent's focus on publications development responsibilities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Utilizing specialized graphics and other software, develops and creates graphic designs, layouts, and treatments for OCDE newsletters and other materials; solicits and edits and/or writes newsletter articles; selects materials for inclusion from OCDE departments and other sources; attends OCDE events, takes photographs, and writes articles; edits, formats, and processes photographs for inclusion; lays out and formats newsletters, proofs pre-production copy, and submits print requests for production.
2. Designs, creates, and updates specialized charts for OCDE wide use; designs and creates presentation slides and materials; scans photos and uses image editing software to create special effects or reformat images.
3. On a daily basis, scans newspapers and websites to identify articles relevant to education; summarizes article content and posts to the OCDE news website with links to relevant sources; emails to service subscribers daily lists of posted articles; distributes copies of articles referencing OCDE to the Superintendent and Chief Academic Officer; maintains binder copies of all articles; maintains and updates the subscriber list.

### **OTHER DUTIES**

1. Assists other administrative support staff in proofreading a variety of materials.

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## **OTHER DUTIES (cont.)**

2. Provides backup support to other administrative support staff; prepares, drafts, compiles, copies, and distributes a variety of written materials.
3. Attends a variety of meetings, training sessions, conferences, committees, workshops, and seminars.
4. Conducts special projects as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Standard practices, methods, and techniques of graphics design and layout.
2. Methods and uses of personal computers and advanced graphics, presentation and other desktop publishing software for the design and preparation of printed and graphic materials.
3. Uses and operations of photographic and image editing equipment and software.
4. Office administrative practices and procedures.
5. Principles and practices of sound business communication; correct English usage, including spelling, grammar, and punctuation.
6. Basic research techniques, methods, and procedures.
7. OCDE administrative policies, procedures and approval processes applicable to payroll and timekeeping, budget, fiscal, and purchasing, travel and training, contracts, maintenance of public records, and other administrative processes.

### **Ability to:**

1. Operate a computer and advanced graphics, design, presentation, and desktop publishing software to create visually appealing graphic designs and layouts for printed materials.
2. Operate photographic equipment and software.
3. Apply sound design, layout and composition principles and writing style appropriate for audience and purpose.
4. Type accurately at a speed necessary to meet the requirements of the position.
5. Organize, set priorities, take initiative, and exercise sound independent judgment within areas of responsibility.
6. Interpret, apply, explain, and reach sound decisions in accordance with regulations, policies, and procedures.
7. Communicate clearly and effectively, orally and in writing.
8. Understand and follow written and oral instructions.
9. Prepare clear, accurate, and concise records and reports.
10. Maintain confidential information.
11. Deal with sensitive and difficult situations.
12. Establish and maintain highly effective working relationships with management, administrators, staff, outside organizations, the public, vendors, and others encountered in the course of work.
13. Must demonstrate attendance sufficient to complete the duties of the position as required.

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### **Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or high school equivalency test, and four years of progressively responsible office administrative experience including the development and design of print and visual materials using computers and advanced software packages; or an equivalent combination of training and experience. Coursework in journalism, graphic/commercial arts, or business writing are highly desirable.

### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Physical Demands**

While performing the duties of this job, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel, or operate computers and standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist to open file cabinet drawers, and lift up to 25 pounds from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### **Mental Demands**

While performing the duties of this job, an employee is regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; and interact with management, administrators, staff, outside organizations, the public, vendors, and others encountered in the course of work.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions, and the noise level is usually quiet.