

Title: Public Affairs Specialist	Effective Date: May 11, 2012	Grade: XI	Job Category: Technician
Prior Title: Public Affairs Specialist	Prior Effective Date: February 10, 2012	Grade: XI	Page: 1 of 1

CHARACTERISTICS OF WORK

Under the direction of the Public Information Coordinator, this position is responsible for receiving information from various sources, then formulating, creating and designing publications produced by the Department.

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 State Highway and Transportation Department is an "at will" employer.

- Perform all composition, layout, design, and related work necessary for production of various Department publications including the *Arkansas Highways* magazine and *Centerline* newsletter.
- Assist in writing, editing, and proofing the *Arkansas Highways* magazine, *Centerline* newsletter, and other documents.
- Communicate with commercial printers concerning technical requirements of the printing process.
- Assist other staff members in the daily activities of the Public Affairs Office.

MINIMUM REQUIREMENTS

The educational equivalent to a diploma from an accredited high school. Demonstrated English and grammar skills. Education or experience in commercial or graphic art. Proficiency in Microsoft Word, Excel, PowerPoint, and Outlook. Proficiency in desktop publishing systems and tools (PC-based) such as InDesign, Publisher, Acrobat, Photoshop, or PageMaker. Knowledge of or experience in photography preferred.

Samples of work demonstrating the applicant's skill level are encouraged.

("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.)

