



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 871.1

Job Title: **COMMUNICATIONS SPECIALIST**

Pay Grade: 15

GENERAL SUMMARY:

Assists in the production of internal/external communications including informational brochures, pamphlets, reports and other printed materials.

RESPONSIBILITIES:

- Performs basic typesetting, layout/design, paste-up and other camera-ready processing operations.
- Performs proofreading/editing on camera-ready work.
- Handles equipment maintenance, supply inventory and delivery/routing of printed materials.
- Provides assistance to departmental volunteers and/or other department employees.
- Performs other related reprographics activities as assigned.
- Writes, edits and proofreads copy for printed materials and television.
- Tasks include coordinating shooting and production, responsibilities of the video cameraman and production and postproduction of video.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in art, design, communications, typography or a closely related field.

EXPERIENCE:

One year of experience in media, public relations, the art field or a closely related field is required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

COMPLEXITY:

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs and occasionally with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with lower-level service representative and vendors. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated eye/hand movements within fairly fine tolerance and/or calibration demands; or the ability to make closely coordinated eye/hand movements on a patterned response space within moderate tolerance demands.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Communications Specialist
Senior Communications Specialist
Communications Specialist Supervisor

Effective: October 1990

Revised: April 1992