



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 872.2

Job Title: **DESKTOP PUBLISHER**

Pay Grade: 14

### **GENERAL SUMMARY:**

Designs layouts from rough copy for new and revised forms, brochures, marketing and training materials, business reports and charts, and visual aides using desktop publishing software, other software programs and computer equipment.

### **RESPONSIBILITIES:**

- Uses desktop publishing software and other software to design, layout, format and style reports, memos, letter, legal documents, brochures, training and marketing materials, and visual displays from rough copy.
- Uses desktop publishing software to produce graphic illustrations designed to capture interest.
- Types, revises, edits and merges material such as reports, forms, labels, correspondence, statistical tables and other printed material. Proofreads material for accuracy and completeness.
- Maintains an index of stored text, spreadsheets, graphics and database documents.
- Uses various production equipment, such as printers, scanners, copiers and binding machines to produce materials.
- Advises customers on project materials, such as paper, style, formats and colors.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a high school diploma or a GED. Vocational training in software packages may be required.

#### **EXPERIENCE:**

Two years of experience producing complex documents, charts and graphics using various software packages are required.

An Associate's degree in Graphic Arts and/or Design or a closely related field may be substituted for the above experience requirement.

#### **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 supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

## **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 extremely infrequent with virtually no outside contact. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

### **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 closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

### **MISCELLANEOUS:**

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

### **JOB FAMILY:**

Desktop Publisher  
Graphic Designer  
Senior Graphic Designer

*Effective Date: October 1990*

*Revised Date: January 2002*