

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	Desktop Publishing Specialist	CLASS. CODE: 0019
DEPARTMENT:	Varies	FLSA: N
REPORTS TO:	Varies	DATE: 7/1/2002

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**Job Summary:**

Performs complex, highly specialized clerical and technical work involving document production through the operation of various word processing and personal computer equipment.

**Essential Job Functions**

(All functions may not be performed by all incumbents.)

1. Provides word processing support by prioritizing, formatting, typing, and proofreading projects submitted by other staff. Maintains a record of all projects submitted and completed to assist other staff to locate projects when needed. These projects may include, but are not limited to the following: memos, letters, and other types of correspondence; connection fees and developer reimbursements; reports and manuals; tables and statistical data; agreements and licenses.
2. Maintains daily contact with other Public Works staff members to answer questions, solve problems, and clarify instructions when word processing questions arise in connection with job performance.
3. Develops and implements training in WordPerfect software to other staff and provides software support to other departments as requested.
4. Shares technological capabilities of equipment and software with other employees in a training setting or individual problem solving situations.
5. Creates Departmental/City forms for use as templates, macros, or merges by other Departmental/City staff with a wide variety of computer skills. Seeks Legal Department review and approval of these standard forms when required.
6. Lays out, sets up, formats, and creates style sheets; types and maintains the Department Policy Procedures Manual, Standard Construction Specifications, Salem Transportation System Plan, Design Standards, Manual of Practice, and other large-scale complex technical documents.
7. Performs layout and design using desktop publishing and graphics programs to type, format, and manipulate text and graphics for various signs, brochures, coupon books, flyers, and newsletters.
8. Develops, revises, and maintains the City of Salem Water Rights database and historical files. Ensures information on the City wells, ASR wells, and river and groundwater rights is easy to access and use.
9. Reads, types, formats, and proofreads legal descriptions and confirms the documents are written to proper Department standards.
10. Converts all documents prepared with an unapproved word processing software package (e.g., Microsoft Word) to the City-approved software (WordPerfect).
11. Provides all warranty deed and easement forms to outside consultants and assists them with the proper preparation of the legal documents; reviews documents to ensure they are ready to be recorded at Marion/Polk County Recorders' Offices.
12. Meets Americans With Disabilities Act (ADA) guidelines when preparing documents, by incorporating language and utilizing style sheets, macros, and merges to guarantee other staff is also meeting these standards.
13. Investigates and introduces use of new software for greater convenience in producing a final work product.

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14. Scans graphics/art work into files to be imported into photo manipulation programs for various projects.
15. Scans hard copy documents into an optical character recognition software to convert information into text. Corrects the document format, imports into word processing program, and proofreads for final output.
16. Reads, types, formats, and proofreads legal descriptions and confirms the documents are written to proper Department standards.

**Important Job Functions**

1. Exports information from a database to import into a merge data file for merging with standardized notification letters, forms, and legal documents.
2. Provides backup support for Clerical Support Services' Contract Support Services staff during peak construction periods by typing, formatting, and proofreading contract documents per Engineer's instructions.
3. Reads, types, formats, and proofreads documents involving collective bargaining/issues, and statistical information and other budget documents.
4. Prepares confidential material for review by other management staff.
5. Participates in the City's Web Users Group in developing plans and policies and making recommendations to management.
6. Performs as Public Works Webmaster and is responsible for quality control over entire Public Works internet site; coordinates information with other Public Works staff responsible for content on assigned web pages; writes and maintains the sites related to Administration, Transportation Services, and Engineering Divisions.
7. Downloads pictures from camera, catalog to specially created folders on the network, and create a contact sheet.
8. Maintains printers.
9. Performs other duties as required to ensure efficient operation of the department.

**MATERIAL AND EQUIPMENT USED:**

- Desktop computer
- Calculator
- Scanner
- Light table
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

One (1) year post high school or vocational school in software and/or hardware training; and Two to Three (2-3) years experience; or  
Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

**License(s) and Certification(s):**

- None Required

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**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Contemporary office equipment.
- Word-processing concepts and various word processing software programs.
- Basic Accounting.
- Macro and Merge concepts and how to apply in an office setting.
- Office methods, supplies, and standards.
- Computer software, hardware, and peripherals and how each relates to another.
- Printer basics, troubleshooting, and consumables.
- Customer service concepts and procedures.
- Correct punctuation, spelling and grammar.
- Work scheduling and coordination.

**Ability to:**

- Communicate effectively verbally and in writing to a wide range of individuals.
- Use software packages such as WordPerfect, Adobe PhotoShop, Adobe Illustrator, Adobe PageMaker, OmniPage, Microsoft Excel, FrontPage, Conversion Plus, Imaging by Kodak, Corel Draw, Print Shop, ZoomBrowser for word processing, spreadsheets, databases, and desktop publishing
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with other City employees.
- Work under pressure to meet high volume production deadlines.
- Plan, layout, and produce complex and technical material in a well arranged final.
- Follow complex oral/written instructions.
- Explain technical information and processes to a broad range of users.
- Maintain required work hours and attendance.

**Physically able to:**

- Sit, keyboard, write, hear and speak for extended periods.
- Type (65 wpm) and enter statistical /technical information for long periods of time.
- Lift up to 20 lbs.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.