

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

Class Title: Publications and Production Analyst

BOT Date: 10/01/96

Level: H

FLSA Status: Exempt

Class Code: E0810

Adm. Rev:

GENERAL DESCRIPTION

Coordinates the preparation and production of College publications. Prepares documents for outside publication to include writing bid specifications, graphical preparation, and dealing with vendors and technical sources. Develops production schedules for printing College catalogs, course schedules, and other routine publications.

KEY RESPONSIBILITIES

% OF TIME

- | | KEY RESPONSIBILITIES | % OF TIME |
|------|----------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 1. * | Coordinates the production of College publications in coordination with College departments, vendors and/or technical sources. | 30% |
| 2. * | Develops production schedules and writes bid specifications for College publications. Also initiates bid requests and reviews bid responses. | 10% |
| 3. * | Designs artwork using desktop publishing and traditional art methods to prepare publications for printing. | 40% |
| 4. | Provides technical and graphic assistance to other College departments. | 15% |
| 5. | Performs routine care of computer equipment, upgrades software as needed, and performs related art work as required. | 5% |
| 6. | Performs other similar and related duties as assigned. | |

* Indicates an "essential" job function.

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KEY JOB REQUIREMENTS		
Education:	Associate's Degree or 2-Year College equivalent required.	
Experience:	3 to 5 years prior related work experience required.	
Planning:	Plans events that will occur during the year and have some effect on the department's annual expenditures and/or revenues. The primary scope of planning activities in this position affects the campus.	
Impact of Actions:	Provides supportive advice, analysis, or related services which impact the expense or revenues but with no authority to actually spend the budget. May collect or process revenues / expenses. No impact on grant funds; no impact on revenues.	
Impact of Decisions:	Moderate responsibility for making recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of the assigned campus.	
Complexity:	Work is complex and varied and requires the selection and application of technical and detailed guidelines.	
Decision Making:	Supervision is present to establish general objectives relative to a specific project. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods of practices.	
Problem Solving:	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations.	
Communications with Others:	Regular contacts to carry out programs and to explain specialized matter. Occasionally requires contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion. Occasionally requires personal contact with the public.	
Supervision of Others:	Nature of work supervised is limited to highly standardized, routine administrative duties.	
Job-Related Knowledge:	Requires extensive knowledge of a distinct trade or technical function. Knows policies and procedures, and can recommend a course of action based upon guidelines, modifying existing methods, procedures, or forms as necessary. May work with software applications and data retrieval.	
Innovation/ Creativity:	Work requires using original and creative thinking to develop new, moderately complex results which generally impact several work groups, a large project or an extended customer base.	
Working Conditions/ Physical Effort:	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	