

**Lane Council of Governments
Job Classification**

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| Job Title: | Creative Services Associate | FLSA Status: | Exempt |
| Division: | Local Government Services | Range: | 21 |
| Reports To: | Program Manager | Last Revised: | October 2006 |

General Statement of Duties

Participates with the creative services team in the development of publications. Coordinates the text portion of document production; edits documents; and acts as a resource for desktop publishing technology. Participates in planning and development projects and performs a variety of research and analysis activities related to specialized and focused planning activities.

Supervision Received

Work is performed under applicable policies, guidelines and appropriate technical and professional standards. Work performance is evaluated through periodic conferences and reports and through the adequacy and timeliness of records, reports and services provided.

Supervision Exercised

None.

Resource Responsibility

Moderate responsibility for financial and human resources. Includes final decisions or recommendations regarding correct use of resources with only general checks for reasonableness of actions. Decisions made within policy guidelines.

Essential Job Functions

Coordinates the text portion of document production in an IBM Windows environment.

Performs desktop publishing duties for planning and research documents; ensures consistent and standardized final documents; edits rough drafts and makes corrections and suggestions as necessary; integrates spreadsheets and tables into text documents in conformance with agency standards; integrates and synthesizes rough drafts from multiple authors into a single, cohesive draft.

Coordinates the word-processing portion of publications including delegating word-processing tasks; also performs word-processing.

Works with the production team to develop a set of agency standards for publication elements and is responsible for incorporating and implementing these standards.

Develops documentation on existing computer applications; organizes hardcopy and electronic library storage.

Participates in identifying and recommending word-processing and desktop publishing software; acts as a resource to staff in the use of software applications, including assisting in converting software applications between different platforms.

Trains staff in the use of software.

Other Job Functions

Plans and conducts special assignments as directed by the supervisor.

Provides guidance, assistance, and training to staff on document development tasks.

May provide guidance, assistance, and training to Planning Technicians and support staff.

Performs other related duties as assigned.

Working Conditions

Duties are primarily performed in an office environment while sitting at a desk or computer terminal or standing at a counter. Some travel is required to attend meetings.

Knowledge, Skills, and Abilities

Knowledge of principles, practices, and techniques in the areas of editing and desktop publishing.

Knowledge of desktop publishing software, tools and technological advances.

Knowledge of IBM Windows software applications.

Ability to write and edit effectively with attention to grammar, spelling and style.

Ability to incorporate complex tables, graphs and spreadsheets into documents.

Ability to operate effectively in an IBM Windows environment.

Ability to develop and implement agency standards for documents.

Ability to provide recommendations and suggestions to staff on the text portions of documents.

Ability to train staff and act as an agency resource in the use of software applications.

Ability to communicate effectively, both orally and in writing, with other employees, the general public, and representatives of other agencies and governments using tact, courtesy and good judgment.

Ability to work with accuracy and attention to detail to meet deadlines.

Ability to understand and execute oral and written instructions, policies and procedures.

Ability to establish and maintain effective working relationships with other employees, the general public and representatives of other agencies.

Physical ability to perform assigned work.

Education and Experience

Bachelor's degree in English, Journalism and three years experience working as a technical writer or professional editor; or any combination of education and experience that provides the applicant with the knowledge, skills, and ability required to perform the job.

Licenses, Certificates, and Other Requirements

None.