



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 8628

---

**PUBLICATIONS COORDINATOR/DESIGNER**

GRADE K

**SCOPE OF WORK:**

Individuals in this class are responsible for design work in the development of publications and graphic aids and the coordination of production, printing, and distribution of such publications.

**DUTIES PERFORMED:**

- Plan, develop, and complete designs, layouts, and paste-ups for publications, brochures, magazine ads, handbooks, and displays.
- Plan and direct production of all materials by assigning responsibility, establishing deadlines for writing, editing, and final production, and reviewing proofs to assure compliance to specifications.
- Confer with officials in creating graphic design aids to be used in the classroom and for marketing presentations.
- Design and update displays; arrange shipping and setup at conferences.
- Prepare printing specifications including number of pages, copies, colors, and paper; prepare and distribute bid specifications; select printer.
- Develop and implement policies and procedures; approve budget expenditures; monitor time and material costs.
- Develop ideas and concepts for marketing and promoting projects.
- Develop and maintain an inventory and archive system of publications and graphic designs.
- Research new graphic software programs and coordinate computer software workshops for personnel.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

Requires a bachelor's degree in design, communications, or art and three years of experience in design, including printing techniques.

Eff. Date: 07/76

Rev: 12/90 – Administrative factoring project

Rev: 03/98 – Rewritten in current format

Rev: 07/12 – Conversion to Hay System