

Publications Editor

Job Code
8120A2

Job Title
Publications Editor

Pay Grade
28

CONCEPT:

This is administrative work in directing the planning, creating, editing and publishing of major publications for an agency such as magazines and journals published on a regular basis for external distribution, usually on a subscription basis.

TASKS:

- Acts as editor of major agency publications such as magazines and journals to be distributed on a subscription basis; develops the objectives and priorities necessary to produce the major publications; develops the budget for the production of the major agency publications.
- Plans, coordinates, and directs publication activities; establishes, organizes and directs production schedules and solves production problems; directs the dissemination of the publications.
- Establishes and evaluates standards and criteria for the materials produced; develops guidelines concerning appropriate research techniques, resources and format.
- Confers with agency executives and staff to formulate policy, coordinate publication activities and discuss organizational changes.
- Determines theme of issues; writes or assigns staff to write and edit articles, reports, editorials and reviews; secures, reads, and determines accuracy and if materials submitted for publication are publishable by evaluating quality of research, interpretation and writing; approves of material submitted for publication.
- Coordinates the acquisition and production of illustrative materials from various sources and assigns staff to produce pictures and illustrations.
- Assigns staff to interview individuals and attend gatherings to obtain items for publication, verify facts and clarify information.
- Plans overall and individual page layouts to indicate position and size of printed and graphic materials and selects type; issues press runs.
- Corresponds with contributing authors to improve materials submitted for publication; determines the existence of additional reference sources to include in materials to be published.
- Attends meetings and conferences to gain new ideas for publications and informational media.
- Makes presentations to impart information about creating and editing published materials; represents the agency at meetings, conferences and seminars.

LEVELS OF WORK

- Class Group consists of one class.

Minimum Requirements: Four years of experience in writing, publishing and editing business correspondence. Education may be substituted for experience as determined relevant by the agency.

REF: 12/13