

**GENERAL DESCRIPTION OF CLASS**

The PUBLICATIONS EDITOR is responsible for arranging, writing, editing and overseeing the production of publications for a division or unit of State government. Duties are usually performed in a normal work setting. Some positions in this class may supervise but are not statutorily excluded from collective bargaining.

**DISTINGUISHING FEATURES**

This is the third of a three-level series of classes and is distinguished from the lower level by the responsibility to arrange for, write, and oversee production of publications.

**DUTIES AND RESPONSIBILITIES**

Allocation of positions to this class will depend on the total work performed which may include one or a combination of the duties or tasks listed below.

- 1.Publication Planning.** Typical tasks: receives general direction from supervisor or manager as to the type of publication needed, subject matter to be covered, production deadlines and current or potential resources for materials to be included; consults with supervisor, manager or other agency staff regarding objective of publication(s) and probable audience; researches information resources and prepares plan or outline for publication; arranges with agency staff or freelance writers to write copy needed; may assume responsibility for writing some copy; sets deadlines for copy; makes arrangements for graphics that may be required (photos, drawings, graphs, charts); may consult with printer to determine printing costs and schedules.
  
- 2.Editing.** Typical tasks: reads through all copy (may be hard copy or on disc or tape reviewed through VDT) for sense of content; may consult with authors or other sources to verify accuracy of information in copy; reads through all copy word for word to detect and correct errors in spelling, punctuation, grammar and syntax; marks copy with standard editing marks to indicate corrections; if working on electronic copy, keys in appropriate codes to correct copy at word processing or computer terminal; moves or amends sentences and paragraphs to enhance clarity and continuity; changes or rewrites language, consistent with author's intent, to enhance clarity; deletes unnecessary verbiage; notes recommendations for or directly makes cuts or additions to meet production requirements; consults with agency personnel or others to clarify information; researches agency files, publications or library resources to obtain information required; obtains drafts of materials written by other persons; marks or keys in material for correct style and format for publication; consults with or advises other writers regarding major revisions needed in text; recommends (to supervisor) typeface, paper, and design elements for publication; reviews graphics to be used and plans formatting accordingly; assembles edited materials and has proof made (through agency word processing, photocomposition equipment or through printer); may produce own edited copy or proof through operation of word processing or photocomposition equipment; submits proof and cost estimates to supervisor or manager for review and approval.
  
- 3.Production.** Typical tasks: reviews approved proofs and makes recommended or required changes as indicated; makes or obtains final clean copy of text in correct format, style and typeface; performs cut

and paste operation on copy and graphics, assembles in correct layout and sequence to produce camera-ready copy for printer; may have copy typeset and imposed on agency photocomposition equipment for telecommunication to printer; prepares order specifications for printer indicating format, typeface, size and ink color, paper size and color, cover stock if required, quantity to be produced and due dates; consults with printer to resolve any production problems that may arise; examines and approves printer's proof of material; may review and approve final product.

**4. General Editing and Miscellaneous Duties.** Typical tasks: edits wide variety of publications including forms, newsletters, information packets, directories, operations manuals, brochures, booklets, proposed administrative rules, policies and procedures; provides agency staff with advice and assistance in the planning or preparation of printed materials; may edit drafts of speeches, scripts for audiovisual, television, radio or motion picture presentations; maintains resource files of photos, other graphics, typeface and paper catalogs and style and formatting guides; updates and re-edits directories, operations and procedures manuals and other recurrent publications; may secure permission to quote or reproduce materials protected by copyright law when necessary; researches subject matter through agency, library or specialty publication resources; works with graphics specialists (designers, artists and photographers) to assure quality publications; works with word processing or photocomposition specialists to process copy; may use word processing or photocomposition equipment, encoding systems and procedures to process copy; works closely with State or contracted printers to coordinate and oversee production of printed materials; obtains cost estimates on publication projects; reviews and recommends acceptance or rejection of bids to supervisor or manager; may perform special research or writing projects as required; coordinates and oversees several projects at any one time, setting and adjusting work priorities to meet production deadlines; maintains currency of knowledge regarding agency programs and publications needs through consultation with agency staff, reading appropriate trade publications and attending training when available; may cooperate and work with staff of other agencies on joint publications.

## **RELATIONSHIPS WITH OTHERS**

Employees in this classification have frequent telephone and in-person contact with own (or other) agency management and staff to secure information, assistance and guidance related to publications. There is frequent contact with specialists in printing and graphics to coordinate and oversee production of printed materials. There may be occasional telephone or written contact with copyright holders to secure permission to quote or reprint materials.

## **SUPERVISION RECEIVED**

Employees in this class receive specific assignments and general supervision from a unit supervisor or manager. Work may be reviewed in progress or as complete depending on the nature of the assignment. Work is reviewed for accuracy, timeliness, effectiveness and adherence to applicable laws and rules, and department or division policy and procedure. Guidance is by department or division policy and procedures guides, applicable laws or rules, style and formatting requirements and unit, department or division standards of quality.

## **KNOWLEDGE, SKILLS, AND ABILITIES (KSA)**

General knowledge of principles and practices of editing including standard editing marks.

General knowledge of standard styles and formats used in publications editing.

General knowledge of graphic arts including selection of appropriate design, paper, ink, type faces, and graphics.

General knowledge of techniques to correctly lay out and make up camera-ready copy from edited proofs.

General knowledge of printing operations and procedures.

Basic knowledge of printing operations and procedures sufficient to allow effective bid solicitations, order writing and coordination and scheduling of publications.

Basic knowledge of computer, word processing or typesetting equipment and related coding and programming systems.

Basic knowledge of page layout software (e.g., Page Maker).

Skill in writing and revising copy to meet target audience needs.

Skill in detecting and correcting errors in grammar, syntax, punctuation, spelling, and capitalization.

Skill in editing written materials including deleting, adding or amending language to clarify or enhance meaning and impact.

Skill in adapting material to specified style and format requirements.

Skill in researching or obtaining information/material for publication.

Skill in writing general information or introductory copy for publications.

Skill in planning work, managing multiple at once or meeting production deadlines.

Skill in communicating and cooperating with graphics specialists (designers, artists, photographers) and printers in the production of printed materials.

Skill in planning publications and preparing camera-ready copy for printers.

Ability to communicate with sources or authors to obtain or clarify information.

Ability to research the need for and to obtain permission to quote or reprint copyright protected materials.

Ability to learn and adhere to Federal, State, agency or program laws, rules, policies and procedures as they may relate to writing and producing a variety of publications.

Ability to advise and assist others in editing and publication matters.

Ability to work under the pressure of deadlines.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.