



<b>Position Title:</b>	Publications Editor	<b>Job Code:</b>	0184
<b>Reports To:</b>	Director for Marketing & Publications	<b>Job Group:</b>	PENC
<b>Department:</b>	Division of College Communications	<b>Salary Grade:</b>	14
<b>Prepared By/Date:</b>	Carol Flynn/01-30-2006	<b>FLSA Status:</b>	Exempt
<b>Approved By/Date:</b>	Juan Mendieta/01-30-2006		
<b>Revised:</b>	Jennifer C. Brito/05-12-2009		

### **Summary:**

The Publications Editor is responsible for proofing copy for college publications and implementing editorial procedures to ensure publications are accurate and completed in a timely fashion.

### **Essential Duties and Responsibilities:**

- Organizes, supervises and participates in the proof management of all copy submitted for publication.
- Maintains liaisons between authors, copywriters, and Editorial Director; compares editorial changes against author's changes; assists in resolving differences regarding structure, form, grammar; keeps author up-to-date on schedule, revisions, and related matters.
- Conducts initial research for stories in publications and proposes story ideas.
- Writes, edits, and proofs copy; applying commonly recognizes editing and publishing standards.
- Ensures that high standards for peer review processes, copy proofing, copy editing, and production are met.
- Sets targets for continuous improvement for manuscript turnaround and quality of proofing, editing, and production.
- Continuously searches for new efficiencies and quality improvement.
- Performs other related duties as assigned.

### **Knowledge, Skills and Abilities:**

- Knowledge of technologies such as manuscript submission systems, editing software, and content management systems.
- Knowledge and understanding of college organization, goals and objectives, and policies and procedures.
- Knowledge and commitment to the community college mission.
- Outstanding communication skills, verbal and written. Superior knowledge of grammar, style, collegiate terminology.
- Excellent organizational and communication skills (both oral and written).
- Excellent computer skills; knowledge of desktop publishing in a PC platform.
- Highly developed interpersonal and diplomatic skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Ability to perform creative writing and copy editing.
- Ability to exercise sound judgment in decision-making.
- Ability to effectively present information and respond to questions from top management, groups of managers, clients, customers, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to read, analyze, and interpret common scientific and technical journals, financial

reports, and legal documents.

- Ability to work with user communities of diverse backgrounds and skill levels.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree (BA or BS) from an accredited college/ university in a related field of study such as Journalism, English, or related discipline and five (5) years of directly related editorial experience.
- Must possess proficiency in publishing software, and Microsoft Office Suite.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name