

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 3772

EDITOR III -- PUBLICATIONS

Abolished Effective February 10, 2006

DEFINITION

Edit and prepare materials of great complexity for printing, and monitoring and expedite their progress during production. Advise editors of lesser experience and coordinate other editors' activities in large-scale publishing efforts in which the contributions of several editors are required. May lead work of other editors and/or publications personnel.

DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished by their responsibility for assumption of a high level of responsibility for the publication of public-information and intra-institutional materials (catalogs, bulletins, brochures, athletic programs, announcements, etc.) for adherence to production schedules, and for application of copy preparation and production procedures offering suitable quality and economy. Required is a high level of editorial ability to coordinate activities of editorial subordinates, when required.

TYPICAL WORK

Edit copy for a wide variety of work submitted for printing; review copy for correctness, clarity, and form of presentation, and suitability for submission to typesetter; confer with department regarding faults and rewrite as necessary;

Consult with and advise departments on most efficient and most suitable means of producing work submitted, including possible cost-saving alternative methods; consult with printing facility personnel on optimum rate of copy flow, cycling of proofs, preparation of dummies, assembly sheets, etc.;

Represent department in negotiations with printing facility when special handling or unusual production schedules must be obtained; serve as department's agent in resolution of any matters involving changes related to copy changes or corrections and other errors on the part of either;

Provide clearance of copy suitability on the basis of libel, administrative policy, conformance with information provided by other departments, and conformance with other institutional publications;

Train less experienced editors in editorial and production matters of special significance to editorial office;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's Degree in English, journalism, humanities, or related field; AND four years of editing experience; OR eight years of combined college education and editing experience; OR eight years of full-time publication writing and/or editing experience.

Examination Requirements

A job element examination (including written, E & T and oral components) scored on the basis of job related experience, training, skill, ability, and other elements which are established through job analysis.

New Class: 2-7-73

Revise Class: 12-14-73