

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV31623
Job Class Code:	560	Salary Schedule:	ASRRAZHWY
EEO Category:	02	Grade:	20
Workers Comp Code:	9410		

Job Code Established:	01/22/91	Effective Date:	
Job Code Revised:	01/01/94	Effective Date:	

JOB CODE SERIES: Arizona Highways Associate Series

JOB CODE TITLE: ARIZONA HIGHWAYS ASSOCIATE EDITOR

HRIS TITLE: AZ HWYS ASSOC EDITOR

CHARACTERISTICS OF THE CLASS: Works under supervision of the managing editor exercising independent judgment in carrying out work assignments. Authority to assign articles to writers; request rewrite of articles; accept or reject text on materials submitted for publication. Occasional travel with overnight stays away from home base; infrequent evening and weekend work as required by production schedules or deadlines; works under pressure of deadline schedules. Edits and rewrites manuscripts submitted for publication; supervises copy flow to ensure production schedules are met; writes captions, headlines and other original text assigned by the editor; assigns writers and gathers information for the travel department; proofreads material at various stages of production; researches to verify factual accuracy of text and material; participates in editorial planning.

EXAMPLES OF DUTIES: Edits and rewrites manuscripts submitted for publication. Proofreads for ideas, meaning, syntax and typographical errors at various stages of production. Reads submitted manuscripts for possible inclusion in the magazine. Researches and verifies factual accuracy of material submitted for publication. Participates in editorial planning meetings to determine the content and direction of publications. Commissions writers for articles. Confers with writers regarding problems, needs, conditions and general public relations. Writes nonfiction material such as picture captions, sidebars, author's biographies and news releases. Selects copyrighted material such as picture captions, sidebars, author's biographies and news releases. Selects copyrighted material for use in publication. Screens and selects letters for the letters page and writes responses, as appropriate. Participates in writing cover copy. Maintains editorial production schedules and takes whatever action is necessary to ensure deadlines are met. Directs computerized indexing of publications. Supervises and coordinates activities of contract researchers. Inputs and edits information on text management graphics design computer system. Conducts field research for story and issue planning. Originates and develops new article/issue ideas and treatments to enhance the publication. Consults with superior, presenting and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions. Maintains research library and fact file. Makes changes in sections of the "Writer's Guide" periodically in order to maintain currency. Represents the magazine at professional and community functions. Acts as liaison to publication support groups. Performs related work as required.

WORK RESULTS/PRODUCTS: Text and material ready for production, production schedules met; plans completed and stories assigned for the travel department.

RESPONSIBILITY: for error-free text and materials; meeting production schedules; planning and producing stories for the travel department; effective captions and headlines.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: the principles and techniques of effective writing; editing, rewriting and proofreading; research techniques; spelling, grammar, syntax, punctuation and proofreader's symbols; magazine editorial practices; graphic design systems; the State's characteristics, culture, history and places of interest; the policies and procedures established for the work unit; copyright law as it applies to copy; photojournalistic principles.

Ability to: edit, rewrite and proofread copy; judge story quality; perceive readers' tastes; originate new article/issue ideas and treatments to enhance the publication; write nonfiction material; apply the principles and techniques of work management and leadership; communicate verbally and in writing; develop and maintain effective work relationships.