

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV31628
Job Class Code:	560	Salary Schedule:	AREG
EEO Category:	01	Grade:	23
Workers Comp Code:	9410		

Job Code Established:	09/25/84	Effective Date:	
Job Code Revised:		Effective Date:	

JOB CODE SERIES: Arizona Highways Managing Series

JOB CODE TITLE: ARIZONA HIGHWAYS MANAGING EDITOR

HRIS TITLE: AZ HWYS MAG EDITOR

CHARACTERISTICS OF THE CLASS: Works under direction of the editor exercising considerable discretion in carrying out work assignments and supervision. Authority to select stories and commission writers; accept or reject manuscripts submitted for publication; enforce policy and make editorial decisions in the editor's absence; expend funds within program guidelines. Occasional travel with overnight stays away from home base; evening and weekend work as required by production schedules or deadlines; considerable pressures for deadlines or work completion. Manages copy flow; oversees and coordinates day-to-day operations and activities of the editorial staff; develops and ensures adherence to production schedules; participates in editorial planning; writes nonfiction material; edits and rewrites manuscripts; proofreads material at various stages of production; acts for the editor in his absence; participates in preparation of the annual budget request.

EXAMPLES OF DUTIES: Plans and directs development of the written content of the magazine. Oversees and coordinates day-to-day activities of the editorial staff. Participates in editorial planning meetings to determine content and direction of monthly issues of the magazine. Confers with editor concerning work of the work system; gives information and advice; receives instructions and guidance. Devises a timetable, schedule or agenda for achievement of work objectives, completion of projects or development of changes in the work objectives, completion of projects or development of changes in the work processes. Selects and commissions writers for articles. Reads submitted manuscripts for possible inclusion in publication. Edits and rewrites manuscripts for possible inclusion in publication. Proofreads for ideas, meaning, syntax and typographical errors at various stages of production. Confers with writers regarding problems, needs, conditions and general public relations. Researches and verifies factual accuracy of material submitted for publication. Writes nonfiction material such as picture captions, sidebars, author's biographies and news releases. Initiates and maintains contacts with writers whose input is essential to the success of the magazine. Instructs, guides and counsels subordinate-level workers in carrying out a variety of tasks. Selects copyrighted material for use in publication; obtains permission for use and makes arrangements for payment. Maintains research library and fact file. Makes changes in sections of the "Writer's Guide" in order to maintain currency. Resolves problems and questions presented by subordinate workers regarding work methods and processes. Composes correspondence dealing with subject matter that calls for considerable discretion and involves some judgment or negotiation, replying to inquiries or requesting information. Participates in planning for next budget period by compiling past expenditure figures, estimating future costs and making determinations of new budget figures. Performs related work as required.

WORK RESULTS/PRODUCTS: A functioning work unit; completed articles ready for issue assignment; quality articles that promote travel to and through the State; production schedules developed; edited and corrected copy ready for typesetter; article ideas developed; finished captions and sidebars.

RESPONSIBILITY: for effectiveness of the work unit; timeliness and quality of work; written content of the magazine; coordination of editorial activities.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: magazine editorial practices; the principles and techniques of effective writing; photojournalistic principles as applied to the layout of photographs, illustrations and copy; spelling, grammar, syntax, punctuation and proofreader's symbols; photographic and printing technological developments for application to a magazine; the State's characteristics, culture, history and places of interest; libel and copyright law as it applies to copy photography and art; principles and techniques of work management and leadership.

Ability to: apply the principles and techniques of work management and leadership; evaluate manuscripts for reader's interest, for value (historical or other) and for writing style; edit, rewrite and proofread copy; visualize the relationship between copy, art and photography; originate and develop new article/issue ideas and treatments to enhance the publication; write nonfiction materials such as sidebars, picture captions, author's biographies and news releases; communicate verbally and in writing; establish and maintain effective work relationships.