Publications Manager

University of California, Los Angeles
June, 1977

Class Specifications - D.10
Senior Publications Manager - 7678
Publications Manager - 7679

SERIES CONCEPT

Publications Managers manage an office of Publications and develop, coordinate and supervise the writing, editing, designing, illustrating, conceptualizing and production of publications; ensure that the publications program conforms with University publishing policies; control expenditures; provide editorial and production services to other departments; plan and coordinate production schedules; expedite jobs to ensure prompt delivery; control inventory of publications to assure continuous supply; administer the department budget; obtain cost estimates and assist in planning publications to effect economies consistent with University standards of quality; supervise improvements and extensions of editorial and publication services; supervise the planning and production of publications designed for special functions or activities; and perform other related duties as required.

The two levels in the series are distinguished by the complexity of the publication program.

CLASS CONCEPTS

Senior Publications Manager

Under general direction incumbents manage the Office of Publications, and supervise a large professional staff in the writing, editing, designing, conceptualizing and production of publications for a large publications program. Incumbents at this level typically plan, edit, and publish a wide array and variety of administrative publications.

Publications Manager

Under general direction incumbents manage an Office of Publications and supervise a small staff of at least two full-time professionals in the writing, editing, designing, and production of publications for a publications program; and write, edit and design publications originating in the publications office. Incumbents at this level typically plan, edit, and publish administrative publications.

MINIMUM QUALIFICATIONS

Senior Publications Manager

Graduation from college with a major in English, journalism, or a related field and five years of experience in professional editorial work; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.
Publications Manager

Graduation from college with a major in English, journalism or a related field and four years of experience in professional editorial work; or an equivalent combination of education and experience; and knowledges and abilities essential to the successful performance of the duties assigned to the position.