

SUPERVISING EDITOR

DEFINITION

Under direction, provides day-to-day supervision of assigned staff and activities, and performs specialized editorial and production work; performs related work as assigned.

CLASS CHARACTERISTICS

This is the supervisory-level class in the Editor series. Incumbents are responsible for supervising editorial and/or production staff, with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees. In addition, incumbents manage the publications budget and work plan. Incumbents may also be responsible for developmental editing of complex technical or legal materials. This class is distinguished from the manager level in that the latter manages personnel and programs within organizational and policy confines, with responsibility for ensuring accomplishment of organizational goals and objectives.

EXAMPLES OF DUTIES (*illustrative only*)

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Manages publications work plan.
- Manages publications budget.
- Supervises the production of written materials, reports, and publications, working with authors, typesetters, graphic designers, indexers, and other production staff.
- Evaluates manuscripts to determine amount of style editing required, as well as the logic and organization of content.
- Developmentally edits a variety of comprehensive and difficult material.
- Checks accuracy of data and statistical analysis.
- Rewrites copy that is ambiguous, discursive, or not suited to the medium.
- Recommends design and format of written materials, reports, and publications; works with graphic designers in selecting type font, layout, ink, paper stock, and printing and binding methods.
- Writes marketing copy for publications.
- Participates in drafting legal forms, Standards of Judicial Administration, and Rules of Court.

- Determines and maintains editorial style for the agency.

WORKING CONDITIONS

- Work occasional evening and weekend hours.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- Principles of effective communication and language mechanics in English.
- Principles and practices of project management.
- Principles and practices of developmental editing.
- Legal terminology, legal citation style, and principles of basic legal research.
- Principles of graphics and book design.
- Electronic publishing methods.
- Basic statistical principles.
- Basic court operations.
- Basic publishing methodology, including typesetting and design software and hardware, prepress production, and printing/binding methods.
- The operation of personal computers and the use of specified computer applications, such as word processing and desktop publishing.
- Principles and techniques of preparing effective oral presentations.
- Principles and techniques of preparing a variety of effective written materials.

Ability to:

- Plan, organize, supervise, review, and evaluate the work of others.
- Use initiative and independent judgment within general policy guidelines.
- Organize own work, set priorities, and meet critical deadlines.
- Manage budgets effectively.
- Train others in policies and procedures related to work.
- Manage multiple projects and meet critical deadlines.
- Evaluate and develop technical, statistical, or legal material.
- Operate personal computers and specified computer applications, such as word processing and desktop publishing.
- Communicate effectively in English, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Use tact and discretion in dealing with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to possession of a bachelor's degree, preferably with major course work in English or journalism, and three years of professional editorial experience that included a minimum of one year of supervisory experience.

Additional directly related experience may be substituted for the education on a year-for-year basis.

OR

One year as a Senior Editor or two years as an Editor II with the judicial branch.