

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: MANAGING EDITOR

Reports To: Designated Supervisor

UW Job Code: 3776

UW Job Family: 3D - Media/Communication/Art

SOC Code: 27-3041

FLSA: Exempt

Pay Grade: 24

Date: 2-1-99 (revised 7-1-02; 3-31-03; 7-1-04; 7-1-08)

JOB PURPOSE:

Manage, coordinate, and supervise production of a University publication(s); edit and/or prepare materials for University proposals or publications.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Work with designated supervisor, assigned area for publication, and an Advisory Board, to develop general editorial concepts for the publication and develop concepts and story ideas for each issue in support of University goals.
- Work with writers to assign and outline stories for issues; maintain contact with writers to ensure top-quality writing.
- Develop professional contacts with potential contributors to the publication.
- Function as primary story editor for the publication; edit, rewrite or direct rewrites from writers; select letters to editor for inclusion in publication.
- Research and write department and feature articles for each issue; write headlines, deck and caption for articles and departments.
- Develop and maintain mailing database for circulation.
- Review and proofread page layouts with authority for changes as deemed appropriate in consultation with designated supervisor.
- Develop budget and revenue sources and monitor expenditures; assess advertising for appropriateness and compliance with U.S. Postal Service regulations.
- Coordinate with assigned staff to contract for commercial separation, printing and distribution of the publication.

SUPPLEMENTAL FUNCTIONS:

- May prepare cost estimates.
- Responsible for all deadlines with assigned publication and news service production.

- Write periodic stories in support of academic colleges, as directed.

COMPETENCIES:

- Collaboration
- Innovation
- Quantity of Work
- Teamwork (Cooperation)
- Quality Orientation
- Decisiveness
- Visionary Leadership
- Stress Tolerance

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **3 years work-related experience**

Required licensure, certification, registration or other requirements: **None**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Sentence and grammar construction.
- Planning and scheduling techniques.
- Printing procedures and requirements.
- Concept and story development in support of institutional goals.
- Story outlining, review, and rewriting processes, procedures, and methods.
- Headline, deck, and caption writing.
- Database development, management, and manipulation.
- Page layout review and proofing methods.
- Editing according to AP style standards.
- Project coordination and management.
- Publishing and marketing of literary magazines.
- Production of print promotional materials.
- Acceptable standards, structures, and formats for a variety of publications and manuscripts.
- Publishing procedures and requirements, including desktop publishing.

Skills and Abilities to:

- Effectively communicate, both verbally and in writing.
- Write technically and edit effectively at an advanced level.
- Perform editorial research.
- Work effectively with a wide range of constituencies in a diverse community.
- Provide technical advice and information to faculty and staff in area of expertise.

- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.
- Provide professional direction, guidance and counsel to publications editors.
- Negotiate publishing contracts, rights and permissions.
- Direct and coordinate publications and printing press operations.
- Make administrative and procedural decisions.
- Develop and maintain recordkeeping systems and procedures.
- Prepare and manage budgets.

WORKING CONDITIONS:

No major sources of discomfort, standard office environment; regular exposure to video terminal displays.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.