



T U L S A

PUBLIC SCHOOLS

Job Title: Publications Editor

Department: Communications

Reports To: Director of Public Information and Marketing

Grade: CA-14

Number of Days: 12 Months

Security Access: ESC

Current Date: July 23, 2007

Overtime Status: Non-Exempt

Position Summary: The Publications Editor (PE) is responsible for implementing and helping to define editorial policies that ensure the quality and accuracy of Tulsa Public Schools' publications. PE further supports the district by proofreading Public Information Director's publications as well as creating, customizing and delivering desktop publishing documents for both internal and external public consumption.

Qualifications/Job Requirements:

Education:

- BA in journalism, English, humanities, social sciences or related field.

Specialized Knowledge, Licenses, etc:

- Extensive knowledge of and experience with Microsoft Word, Publisher, PhotoShop, Adobe Acrobat and Mac desktop publishing software.

Experience:

- Two to three years' experience editing materials for publication.
- Outstanding proofreading and editing skills.
- Extensive knowledge of typography and graphic design.
- Excellent oral and written communication skills.
- Well organized and detail oriented.

Customer Contacts:

- Internal: Public Information staff, other district staff as assigned by Director.
- External: As assigned by Director.

Duties and Responsibilities:

- At each stage of the production cycle, proofread and edit for:
(90%)
 - Accurate production of author's material.
 - Correct American English grammar, punctuation and usage.
 - Consistent usage of terms.
 - Consistent formatting and style.
- Coordinate solutions to editorial issues.

- Keep Director of Public Information informed of project status .
- Research and write district fact sheets and other marketing materials.
- Answer editorial queries from staff members and authors.
- Create and maintain Publications Style Guide and other documentation.
- Perform all activities and assigned projects within budget, to the highest quality possible, meeting milestones and delivering final materials on time.
- Able to handle pressure of deadlines and adjust to changing priorities.
- Able to work on multiple projects simultaneously.
- Good judgment and critical-thinking skills.
- Self-motivated.
- Team player.
- Coordinate equipment and computer interfaces used in specialized text processing or composition.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.