



Code: 0727

Family: Public Relations and Creative Arts

Service: Administrative

Group: Clerical, Accounting and General Office

Series: Program Services

CLASS TITLE: MANAGING EDITOR COUNCIL JOURNAL

CHARACTERISTICS OF THE CLASS

Under direction, manages and directs the production and publication of the Journal of Proceedings of the City Council and related documents, and performs related duties as required

ESSENTIAL DUTIES

- Plans and directs the operations of the City Council/Journal Division including document reference and retrieval, editorial and reprographic services
- Oversees middle management personnel responsible for the daily supervision of journal publication work activities
- Establishes work standards and ensures adherence to production schedules and deadlines
- Monitors division operations and develops new policies and procedures to improve efficiency
- Participates in long-range planning sessions with other division managers to discuss the modification and coordination of processes and procedures
- Keeps abreast of new publishing and production methods and techniques and makes recommendations for the purchase of new equipment
- Oversees personnel administration activities for division staff and forwards related issues and complaints to appropriate parties for resolution
- Responds to calls from City Council members and other city officials regarding journal publication and production
- Oversees the maintenance of City Council records, transcripts, and related documents

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's Degree in Journalism, English, Political Science or a directly related field, plus five years of work experience as an editor or publisher, editing and/or publishing legislative, legal or technical reports of which three years are in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)

- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems, scanners)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Comprehensive knowledge of:

- *writing and formatting styles and methods used in applicable publications
- *publication design and printing
- *applicable department programs, organizations, and resources

Considerable knowledge of:

- *supervisory and management methods, practices and procedures
- *applicable computer software packages
- *applicable research methods
- *effective speech writing

Moderate knowledge of:

- *inventory procedures

Knowledge of applicable City and department ordinances, policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Deputy Managing Editor Council Journal class

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Deputy Managing Editor Council Journal class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences

- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- COMPARE AND RECOGNIZE DIFFERENCES - Quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns (includes comparing a presented object with a remembered object)
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

Other abilities as required for successful performance in the Deputy Managing Editor Council Journal class

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work related problems
- ANALYTICAL THINKING – Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Deputy Managing Editor Council Journal class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
Date: June, 2012