



Code: 0728

Family: Public Relations and Creative Arts

Service: Administrative

Group: Clerical, Accounting, and General Office

Series: Program Services

CLASS TITLE: ASSISTANT MANAGING EDITOR COUNCIL JOURNAL

CHARACTERISTICS OF THE CLASS

Under general supervision, assists in coordinating the production and publication of the Journal of Proceedings of the City Council and related documents, and performs related duties as required

ESSENTIAL DUTIES

- Assigns, supervises and monitors the work activities of various units (i.e., document reference and retrieval, editorial and reprographic services) to ensure the timely publication of the Journal of Proceedings documenting City Council meetings and legislative actions
- Ensures printer's copy of Journal of Proceedings is properly inputted and formatted by personal computer operators
- Organizes and assigns galley proofs and original documents to editorial staff for proofreading and editing
- Reviews edited copy to ensure authorized corrections and revisions are made
- Monitors the reproduction of documents approved for publication including the Journal of Proceedings, the Annual Appropriation Ordinance, and other municipal ordinances
- Attends City Council meetings to record and take detailed notes of Council proceedings
- Responds to inquiries from the public regarding the status of proposed ordinances
- Prepares public notices of scheduled City Council meetings or committee hearings for newspaper publication
- Oversees the distribution of published documents to City Council members, City officials, and subscribers
- Assists in compiling a listing of claims against the City for property and personal damages for introduction at City Council meetings
- Works on special projects involving the research of City Council records and documents
- Collects and records monies received for subscriptions to the Journal of Proceedings of the City Council and certified copies of ordinances

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 two years of work experience as an editor or publisher, editing and/or publishing legislative, legal or technical reports, 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**

Moderate knowledge of:

- *writing and formatting styles and methods used in applicable publications
- *publication design and printing

Some knowledge of:

- applicable department programs, organizations, and resources
- applicable computer software packages
- applicable research methods
- effective speech writing
- supervisory methods, practices and procedures

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

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
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *TIME MANAGEMENT – Manage one's own time or the time of others
- *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

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

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- 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 Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
 - INITIATIVE - Demonstrate willingness to take on job challenges
 - DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
 - ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
 - INDEPENDENCE - Develop own ways of doing things, guide oneself with little or no supervision, and depend mainly on oneself to get things done
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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