Title: Electronic Publishing Coordinator

Pay Scale Group: 14

Essential Function

Under general supervision from a designated administrator, use electronic publishing media to prepare written materials and promotional items for publication.

Characteristic Duties

- Research, draft, edit and create written materials and promotional items by using electronic publishing media to prepare materials with integrated graphics for publication.
- Conduct interviews and perform research to write articles, features, and stories for printed material; draft and execute copy for publication.
- Assist in planning and supervising electronic publishing for a designated area, including preparation of mechanicals, story boards, photographs and graphics/illustrations.
- Assist in implementing promotional advertising for designated area.
- Coordinate production, printing and distribution of printed materials.
- Edit, proofread, evaluate and approve materials for publication.
- Serve as liaison between publisher and department.
- Obtain bids and/or cost estimates.
- Recommend expenditures and monitor budget.
- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with two (2) years experience; -OR- Associate’s degree with four (4) years experience; -OR- six (6) years experience. Experience must be in writing/publishing and include layout and setup for camera ready publishing.

Last updated: November 2006