**Manager, Publication Services Standard Job Description**

**Classification Title:** Manager, Publication Services

**FLSA Exemption Status:** Exempt

**Pay Grade:** 15

**Job Description Summary:**

The Manager of Publications Services, under direction, manages the production and dissemination of reports, publications, and other services.

**Essential Duties and Tasks:**

60% Publication Services

* Manages the development and delivery of publication and report formats.
* Establishes style guidelines, publication procedures, and standards for quality control.
* Develops scope of work, participates in contract negotiation, and/or maintenance of subcontracts.

20% Supervision

* Supervises publication staff to include hiring, resolving personnel issues, conducting performance appraisals, and coordinating professional development.
* Formulates unit policies.
* Prepares and manages unit budget.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Eight years of related experience in publishing.

**Required Licenses and Certifications:**

* None.

**Required Knowledge, Skills, and Abilities:**

* Strong verbal and written communication skills.
* Excellent interpersonal and organizational skills.
* Knowledge of word processing and spreadsheet applications.
* Knowledge of editing, publishing, and graphics software and computer-based electronic publishing techniques and tools.
* Ability to multitask and work cooperatively with others.

**Additional Information**

**Machines and Equipment:**

* Computers
* Telephone
* Printer

**Physical Requirements:**

* Long computer usage and sitting at a desk.

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No**