**Supervisor, Publications Standard Job Description**

**Classification Title:** Supervisor, Publications

**FLSA Exemption Status:**Exempt

**Pay Grade:** 14

**Job Description Summary:**

The Supervisor, Publications, under direction, supervises editorial functions and production and graphics in support of reports and publications, legacy materials, and other projects. Supervises the editorial process, graphics, production, and archiving of publications and reports. Hires, trains, and supervises editorial and production and graphics personnel. Liaises with publishing and archiving subcontractors and oversees subcontractors’ budgets.

**Essential Duties and Responsibilities:**

**40% Technical Supervision and Staff Management**

* Oversees technical supervision of production and graphics staff; establishes clear guidelines for quality of work and adherence to established style.
* Regularly reviews staff work and provides feedback.
* Hires and manages staff as needed to carry out departmental requirements.
* Trains new employees and demonstrates leadership qualities at an exemplary level.
* Formulates department policies, resolves personnel issues, conducts performance appraisals, and coordinates professional development for staff.

**20% Production Oversight and Report Preparation**

* Coordinates production of reports in required formats for the internet.
* Prepares templates, downloads descriptive data, and plots graphics.
* Reviews and provides feedback to address issues with data quality.
* Serves as production editor, graphics specialist, and leader on review of front and final reports.
* Sets publication schedules and prepares monthly work status reports.
* Participates in monthly reviews of volume/report work status.
* Assigns work to production and graphics staff.

**10% Research and Technological Advancement**

* Conducts ongoing research into software, hardware, and other technologies or techniques to streamline production.
* Keeps publications technically current with the latest advancements in production tools and techniques.

**10% Department Coordination and Special Projects**

* Assists in the preparation of department reports for meetings and panels.
* Coordinates with other departments to address special concerns from authors.
* Leads special projects and handles duties in the absence of the manager.
* Represents Publication Services on committees and teams.

**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:**

* Five years of related experience.

**Required Licenses and Certifications:**

* None

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

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Knowledge of publishing and/or graphics software and computer-based electronic publishing techniques and tools.
* Knowledge of State/Federal policies that pertain to the department and comply with the appropriate University administrator.
* Ability to plan and organize effectively.
* Strong verbal and written communication skills.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**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**

[x]  **No**

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

[ ]  **Yes**

[x]  **No**