



Job Description

Job Title: Publications Manager

JTC: CO2

Salary Range: N05

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for leading a team that is responsible for the development of publication materials designed to enhance the image of the college to the general public and provide information to students and prospective students. Tasks are carried out within a considerable amount of latitude of independent judgment and action and within tight and constringent production deadlines.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Requires advanced knowledge of printing, publications and digital production processes. Proficiency in Quark, Illustrator, PhotoShop, and/or MS Office products and/or any other related desktop publishing software packages to assist in the development and production of publications.

Proven command of editorial, grammatical, writing skills and techniques. Experience managing to a budget and with multiple deadlines required. Ability to coordinate the college's publication needs from development to print facilitation to delivery.

Demonstrated ability to work effectively with both internal and external groups with a cultural, racial and ethnically diverse background; strong commitment to world-class customer service.

Working knowledge of photography and video. Requires the ability to identify and conceptualize the user needs of individuals. Ability to stay current with popular design trends

Oral and written communication skills in order to support interaction with individuals from varying backgrounds. Strong knowledge and experience providing effective customer service. Excellent interpersonal skills and the ability to create strong professional relationships with colleagues, staff and clients.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree plus five (5) years of experience in the printing of publication. Must have one year of supervisory experience of full-time staff. Ability to work extended hours beyond the regular 8:00 a.m. – 5:00 p.m. workday during heavy registration peak times. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Provides leadership, guidance, and follow-through for the entire printing process and workflow requiring continuous communication and coordination of tasks/deadlines at all levels of campus staff and outside vendors.

Monitors projects within allocation budget amounts; initiates purchasing processes. Ensures message and graphic identity of college is communicated through all publications. Analyzes technical needs of team and recommends equipment and materials.

Negotiates and obtains fair pricing from vendors to make appropriate determinations and decision about printing materials and to ensure compliance with District purchasing standards. Coordinates and communicates with customers/users in all areas related to publications development and production.

Responsible for managing workflow of all contributors, develop creative designs, photography, editing content, producing electronic files, ensure all content needs and specifications are achieved, and oversee commercial printing process. Schedules all jobs with writers and artists through print production such as catalogs, brochures, posters, etc. Oversees and is fully responsible for overall quality control and quality results for all publication materials produced by department. Responsible for the selection, training, coaching evaluation and development of assigned staff.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provides excellent customer service.

Performs related duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.