



Office of Human Resources  
Manager Publication Manager - LA2557  
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### General Statement of Duties

Directs the publications department and coordinates all publication projects for an agency or department.

### Distinguishing Characteristics

This class is used by the Denver Public Library and is being maintained for the library's use.

### Level of Supervision Exercised

Supervises two or more professional and paraprofessional employees.

### Essential Duties

Develops, designs, and publishes catalogs, reports, and brochures for agency exhibits or collections.

Negotiates printing and publication contracts and leasing agreements and arranges purchasing agreements with vendor such as for color separating services and typesetting supplies.

Performs substantive editing and organizes, reviews, and coordinates text for major organizational publications including design approval and color proofing.

Devises promotional and marketing strategies for various markets and public forums to publicize services and programs.

Oversees the production and printing of annual reports and membership informational materials including newsletters.

Copyrights agency's published materials and negotiate non-exclusive agreements for publication and publicity purposes.

Develops and manages the budget for the work function(s) and allocates funds within the budget to accomplish objectives.

Reviews, develops, and/or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage. Provides work instruction, assists employees with difficult and/or unusual assignments, and encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems, mediates conflicts encountered during daily operations, determines appropriate solutions, and promotes teamwork. Encourages regular communication and informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Encourages and guides others toward goals.

Ensures quality, effectiveness, and efficiency of unit activities and safety measures.

Documents causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Influencing - Collaborates with, persuades and influences others.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Decision Making - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

### Knowledge & Skills

None

### Education Requirement

Master's Degree.

### Experience Requirement

Two (2) years of experience writing and editing copy for professional or popular publications.

### Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

### Licensure & Certification

None

**Working Environment**

For DPL Positions Specifically:

Potential exposure to hazardous anesthetic agents, body fluids, and bio-wastes.  
Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.  
Potential exposure to cold temperature, cold enough to cause bodily discomfort.  
Potential exposure to cold weather conditions (indoor/outdoor).  
Potential exposure to conditions that affect the skin or respiratory system.  
Potential exposure to dust.  
Potential exposure to extreme temperature changes.  
Potential exposure to hazardous conditions where there is a danger to life, body, and/or health.  
Potential exposure to hazardous/toxic chemicals.  
Potential exposure to hazards from electro/mechanical/power equipment.  
Potential exposure to hazards of steam and heat.  
Potential exposure to heat temperatures, hot enough to cause bodily discomfort.  
Potential exposure to hot and humid work environment.  
Potential exposure to housekeeping/cleaning agents/chemicals.  
Potential exposure to infection from disease-bearing specimens.  
Potential exposure to infections and contagious diseases.  
Potential exposure to odorous chemicals.  
Potential exposure to pesticides or fertilizers.  
Potential exposure to the risk of blood borne diseases.  
Potential exposure to temperature changes: variations in temperature from hot too cold.  
Potential exposure to temperature changes: variations in temperature from hot to cold.  
Potential exposure to unpleasant elements (accidents, injuries, and illness).  
Extreme cold conditions.  
Handles emergency or crisis situations.  
Noise sufficient to cause distraction or possible hearing loss.  
Personal Safety: aware of surroundings, people, and events.  
Pressure due to multiple calls and inquiries.  
Subject to long, irregular hours.  
Subject to many interruptions.  
Subject to burns and cuts.  
Subject to electrical and radiant energy hazards.  
Subject to hazards of flammable or explosive gases.  
Subject to injury from moving parts of equipment or vehicles.  
Subject to precarious or high locations.  
Subject to pressure for multiple calls, inquiries, and interruptions.  
Subject to varying and unpredictable situations.  
Subject to traffic, roadways, and pedestrians.  
Subject to vibrations and strain on the body to cause bodily harm if endured daily.  
Temperature Changes: variations in temperature from hot too cold.  
Temperature Changes: variations in temperatures from hot too cold when works in field.  
Wet: frequent contact with water or other liquid.  
Wet: frequent contact with water, liquid, chemicals, or sanitary sewage.  
Works in precarious or high locations

**Level of Physical Demand**

For DPL Positions Specifically:

3-Medium (20-50 lbs.) to 4- Heavy Work (50-100 lbs.)

**Physical Demands**

For DPL Positions Specifically:

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Agility: Ability to move quickly and easily.

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Climbing: Ascending or descending an object or ladder.

Color Vision: Ability to distinguish and identify different colors..

Crawling: Moving about in a low or crouched position.

Crouching: Positioning body downward and forward.

Depth Perception: Ability to judge distances and space relationships..

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fine Dexterity: Sufficient coordination to operate a vehicle and manipulate objects.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hazards: Conditions where there is danger to life, body and/or health..

Hearing/Talking: Perceiving and comprehending the nature and direction of sounds/ability to communicate ideas.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: By Position, may move objects 20-50 pounds, or 50-100 pounds from one level to another.

Neck Flexion: Perceiving objects located above or below.

Physical Strength: Exerts force to transport objects of 50 pounds [or insert appropriate weight] or more.

Pulling: Exerting force upon an object so that it is moving to the person.

Pushing: Exerting force upon on object so that it moves away from the person.

Reaching: Extending the hands, arms, or other device in any direction.

Repetitive Motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Stamina: Ability to work over long periods of time without tiring.

Standing: Remaining in a stationary position.

Stooping: Positioning oneself low to the ground.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

Written Comprehension: Ability to discern the meaning of written words.

**Background Check Requirement**

Criminal Check

Employment Verification

Education Check

**Assessment Requirement**

None

**Probation Period**

None

**Class Detail**

**Pay Grade: A-811**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date: 7/27/2020**

**Revised By: GT**

**Class History: GT - Updated job title from Manager Publication.**