

**Title** Publications Manager

**Reports To** Director of Communications

**Position Classification** Exempt, Regular Full-Time

**Position Summary** Responsible for copy editing all AGA publications, including TOPICS, The Journal of Government Financial Management, AGA Today, AGA's website, and all other AGA publications; managing membership, marketing, certification and education publications, and performing other publication-related functions.

### **Key Functions**

#### **Program Administration**

- Copy edits all content of TOPICS, The Journal of Government Financial Management, AGA Today, the website, and all other AGA publications.
- Reports and writes articles as assigned for TOPICS and AGA Today.
- Provides publication layout assistance upon request.
- Serves as staff liaison to the Chapter Communicators Network.
- Oversees the Annual Chapter Newsletter Editor Contest.

### **Requirements**

- Bachelor's or Master's Degree in Journalism, Communications or Public Affairs.
- Five+ years publications and editing experience.
- Significant understanding of the public sector and governmental financial management issues.
- Demonstrated computer skills and working knowledge of word processing and desktop publishing applications, particularly QuarkXpress.
- Excellent written and verbal communication skills.
- Ability to manage multiple priorities under pressure and accomplish short- and long- term deadlines with a heavy workload.
- Good public presence and the ability to interact with many types of people at different levels.
- Ability to travel as necessary.