

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

**Occ. Code 2230900**

**Managing Editor NYS Conservationist, M-1**

Brief Description of Class Series

Managing Editor NYS Conservationist oversees the production of multiple publications (both print and digital), an agency research library, and a team of editors and writers that review, edit, and compile agency reports, documents, brochures, posters, and kiosk panels. This position is only classified at the Department of Environmental Conservation.

Distinguishing Characteristics

*Managing Editor NYS Conservationist:* manager; directs the Publications Bureau in Communication Services; oversees the marketing of agency publications and works, with a professional marketing agency, to promote the *New York State Conservationist* (a magazine published by the Department of Environmental Conservation and sold on a subscription basis).

Illustrative Tasks

*Managing Editor NYS Conservationist:* under the direction of the Director of Communication Services, the position obtains the services of outside writers, and organizes and leads a magazine editorial board; works with executive staff to incorporate agency messages into publications; oversees the development of content, editorial policy, and style; reviews all magazine content and graphic design, publication schedules and deadlines; consults with the Director of Communications Services on matters of policy and the general content of publications; provides policy oversight, and directs the bureau and its staff; and manages substantial printing, distribution, postage, and fulfillment contracts.

Minimum Qualifications

*Managing Editor NYS Conservationist*

Open Competitive: a bachelor's degree and four years of writing experience, one of which must have been as a managing editor of a publication primarily concerned with conservation, outdoor recreation, or related natural resources; or a bachelor's degree and four years of writing experience, one of which must include supervising writers, editors, print production specialists, graphic designers, technical writers, or copywriters.

**Note:** Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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