



Document Production Manager

About Us

Economic & Planning Systems, Inc. (EPS) is an innovative land use economics consulting firm working in land use policy, public finance, urban planning, housing, economic and community development, and real estate advisory. With approximately 60 professionals across offices in Sacramento, Oakland, Los Angeles, and Denver. EPS partners with public- and private-sector clients to develop actionable, data-informed strategies that shape equitable and sustainable communities.

Our work environment is collaborative and intellectually engaging, and we strive to maintain a culture of integrity, rigor, and service. We support the personal and professional growth of our staff and value a high standard of excellence in our work.

Position Overview

EPS's Sacramento office is seeking a full-time Document Production Manager to lead the coordination, formatting, and delivery of high-quality reports, proposals, and project deliverables. The position plays a critical role in supporting the firm's communications, marketing, and business development efforts—particularly in managing document workflows that involve coordination with internal staff, prime consultants, subconsultants and our clients. EPS has a strong preference for an in-office work schedule with some flexibility for a hybrid schedule.

The ideal candidate is highly motivated with self-driven intellectual curiosity, detail-oriented, and experienced in document editing and production within a consulting, planning, or professional services environment.

Key Responsibilities

- Manage the full lifecycle of document production for reports, proposals, and presentations.
- Coordinate with EPS staff and external partners (prime and subconsultants) to collect, organize, and format project proposal materials, including completion of required forms, templates, and other special proposal submittal requirements (e.g., uploading through electronic portals).
- Track proposal deadlines, project leads, and teaming opportunities.

- Ensure brand consistency, formatting accuracy, and quality control across all deliverables.
- Track multiple deadlines and oversee document versioning and archiving processes.
- Coordinate with other internal production managers to develop and maintain templates, style guides, and production protocols.
- Develop and maintain staff résumés, bios, project profiles, billing rate sheets and related marketing materials.
- Review and edit content for grammar, clarity, formatting, and compliance with Request for Proposals (RFP)/Request for Qualifications (RFQ) and accessibility requirements.
- Train and support staff in document formatting, accessibility standards, and production tools.
- Collaborate with marketing, business development, and administrative staff to deliver high-impact client materials on time.
- Provide back-up support for general office management and administrative functions.

Required Skills & Qualifications

- Bachelor's degree in Communications, English, Marketing, Business, Journalism, or a related field.
- 3+ years of experience in document production, proposal coordination, or similar roles.
- Advanced proficiency in Microsoft Office Suite (Word, PowerPoint, Excel, Outlook).
- Proficiency with Adobe Acrobat; InDesign experience is a plus.
- Experience managing production processes that involve multiple contributors and firms.
- Strong organizational skills with the ability to manage tight deadlines and multiple projects.
- Meticulous attention to detail and a high standard of quality control.
- Proactive problem solver with ability to work independently and to meet tight deadlines.
- Familiarity with RFP/RFQ processes and public-sector proposal requirements.
- Excellent communication and interpersonal skills.
- Experience in a professional services setting preferred (AEC, planning, legal, etc.).

Preferred Qualifications

- Background in technical editing, desktop publishing, or marketing coordination.
- Experience working in multi-office or geographically distributed teams.
- Experience with contract review and editing as well as project insurance requirements.
- Experience with document management or CRM systems.
- Knowledge of accessibility standards (e.g., Web Content Accessibility Guidelines (WCAG), Section 508 compliance).

Compensation and Benefits

- Annual salary range: \$65,000 to \$80,000, depending on qualifications and experience.
- Full-time position in the Sacramento office with 40 hours per week expected. This position may require occasional overtime to meet critical proposal deadlines or deliverables.
- Comprehensive benefits package including:
 - Medical, dental, vision, and disability insurance
 - Paid vacation, sick leave, and holidays
 - 401(k) retirement plan
 - Professional development support

Why Join EPS?

At EPS, you will contribute to meaningful work that helps shape inclusive, resilient communities. We offer a collaborative culture that values both independence and teamwork, and we support our staff in growing their careers through challenging, purpose-driven projects.

EPS is an Equal Opportunity Employer and encourages candidates from all backgrounds to apply.

To Apply

Please submit your résumé and a cover letter outlining your qualifications to:

 reply@epssac.com

This position will remain open for 30 days from the date of posting.