

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: EDITORIAL & PRODUCTION SERVICES Level A, Pay Grade 6

LEVEL DEFINITION	This level covers positions responsible for researching, writing and editing content controlling editorial flow production, publication and distribution functions.
TYPICAL RESPONSIBILITIES	May include: researching, writing and editing content; controlling editorial flow, production, publication and distribution functions; liaising with editors, editorial boards, funding agencies, contributing authors, publishers, reviewers and service suppliers; forecasting, and developing budgets and authorizing expenditures; negotiating contracts for services and royalties for reprint and electronic publishing fees; leading promotional initiatives; researching potential new markets; and assisting with writing of grant proposals and annual reports.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding editorial content and controls editorial flow, content and production to meet deadlines.
SUPERVISION RECEIVED	Works under limited direction within established guidelines. Work is reviewed in terms of conformance to industry standards.
SUPERVISION EXERCISED	May manage staff and be responsible for hiring, evaluation, discipline and termination.
MINIMUM QUALIFICATIONS	Two year diploma in Journalism or Publishing. Minimum of two years of related experience, or the equivalent combination of education and experience.