

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: EDITORIAL & PRODUCTION SERVICES Level B, Pay Grade 7

LEVEL DEFINITION	This level covers positions responsible for acquiring new titles and managing a book project; editing or translating content in a second language; or managing an array of publication services including the web.
TYPICAL RESPONSIBILITIES	May include: selecting and acquiring new manuscripts and book titles; managing a book projects from manuscript to final printing; developing an acquisition plan for a specific academic discipline; participating in the development of marketing plans for new book titles; researching and forecasting publication trends; soliciting funding from governmental agencies and foundations; editing or translating content in a second language; or managing web publications.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding acquisition of new titles and completion of assigned book projects.
SUPERVISION RECEIVED	Works under general direction within an administrative framework. Work is reviewed against set objectives.
SUPERVISION EXERCISED	May manage staff and be responsible for hiring, evaluation, discipline and termination.
MINIMUM QUALIFICATIONS	Undergraduate degree in a relevant discipline. Minimum of four years of related experience, or the equivalent combination of education and experience.