

MANAGING EDITOR**NATURE OF WORK**

This is responsible publications and administrative work in co-ordinating activities in the printing and promoting of academic publications for the Faculty of Arts.

The employee of this class is responsible for planning, co-ordinating and performing activities relating to the printing and promoting of various journals and book series. Work involves the processing of manuscripts from authors and reviewers, the supervision of manuscript transcription and the reformatting of text using word processing and desktop publishing, the preparation of illustrations, maintaining liaison with internal and external printers, and the preparation of promotional brochures and publication materials. Work also includes administrative activities relating to preparing budget estimates, over viewing current budget information, maintaining subscription and payment records, co-ordinating reciprocal advertising, recommending revisions in pricing policy and acting as signing authority. Supervision is exercised over subordinate staff and student assistants. Work is performed with initiative and independence requiring the exercise of judgement and is reviewed by administrative supervisor through discussions and observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Plans and co-ordinates a variety of activities in the preparation of published materials; prepares correspondence and materials for manuscript reviewers according to instructions; receives reviewer's comments and forwards to author; requests computerized record of manuscript from author, where available; supervises the transcription of manuscript, as required.

Revises the format of manuscripts using desktop publishing; ensures that material is prepared according to journal format style including pagination, bibliography and titling style; edits grammatical errors, as necessary; determines suitable location for illustrations and advertisements; supervises student assistants in proofreading activities; prepares material for typesetting and/or printing.

Maintains liaison with internal and external printers; ensures printing deadlines are met; reviews internal proofs and prepares revisions; evaluates external printing quality and discusses related problems; reviews printing invoice; recommends payment; negotiates external printing price and recommends printer to immediate supervisor based upon evaluation of price quote and printing quality.

Prepares promotional brochures and advertisements for discussion with immediate supervisor; co-ordinates reciprocal advertising with other journals; determines best location for advertisements; revises, updates and circulates brochures.

Prepares budget estimates; receives and prepares receipts for subscriptions received; advises subscribers of payment required; prepares bank deposit and reconciles statements; authorizes payment of invoices for printing, shipping, materials, etc.; prepares estimates for grant proposals; co-ordinates reprint permission and royalty payment for journal materials.

Evaluates pricing policy; reviews prices of comparable journals; reviews operating expenses against sales revenue; recommends revised pricing policy to immediate supervisor, as required.

Supervises subordinate clerical staff and student assistants; interviews and selects suitable candidates; provides training, as necessary; assigns work and reviews progress and results.

Performs related duties as required.

REQUIREMENTS OF WORK

Considerable experience in publication activities including administrative experience in a word processing and information systems environment; graduation from high school supplemented by successful completion of a recognized program in word processing and completion of university level courses; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of publication procedures and practices.

Considerable knowledge of the process of editing printed materials, accepted English usage and styles and standard proof reader's marks.

Considerable knowledge of the content and style of standard promotional materials.

Considerable knowledge of effective advertising and promotional techniques.

Considerable knowledge of the principles and practices of office management and supervision.

Knowledge of University organizations, policies, rules and regulations.

Knowledge of the operating capabilities of word processors and microcomputers.

Knowledge of recent developments, current literature and sources of information in microcomputer based publishing.

Knowledge of publication pricing policies.

Knowledge of the methods and techniques of report preparation.

Ability to develop, layout and install procedures according to general guidelines.

Ability to perform extremely careful reviewing and editing of printed materials.

Ability to write effective promotional and advertising copy.

Ability to evaluate and analyze word processing equipment and software packages and to make recommendations on suitability.

Ability to analyze price quotes and printing quality.

Ability to tactfully and diplomatically solve a variety of problems.

Ability to plan, schedule and co-ordinate activities of assigned subordinate employees.

Ability to communicate orally and in writing.

Ability to establish and maintain effective working relationships with authors, editors, printing company representatives and staff.

2562

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