

M&P OCCUPATIONAL GUIDELINE

JOB FAMILY: EDITORIAL & PRODUCTION SERVICES Level C, Pay Grade 9

LEVEL DEFINITION	This level covers positions responsible for the management of a full range of editorial services.
TYPICAL RESPONSIBILITIES	May include: managing acquisitions, production, editing, budgeting, marketing and fundraising; participating in strategic planning; overseeing the selection of works of greatest significance for publication; and ensuring the principles and professional standards of the publication are upheld.
DECISION MAKING /LEVEL OF ACCOUNTABILITY	Makes decisions regarding the management of a full range of editorial services.
SUPERVISION RECEIVED	Works autonomously within guidelines to meet broad goals. Work is reviewed in terms of achievement of goals.
SUPERVISION EXERCISED	Manages staff and contract service professionals both directly and indirectly through subordinate staff.
MINIMUM QUALIFICATIONS	Undergraduate in a relevant discipline. Minimum of six years of related experience, or the equivalent combination of education and experience.

Updated: August 24, 2009