

ISSUED: 10/94  
5/90 & 6/93

<b>TITLE:</b> <u>Publications Coordinator</u>	<b>SALARY</b>	<b>CLASS</b>
	<b>SCHEDULE:</b> <u>B</u>	<b>CODE:</b> <u>PN329</u>
<b>UNION:</b> <u>P&amp;A – Local 1979, U.A.W.</u>	<b>SALARY</b>	<b>EEO</b>
	<b>GRADE:</b> <u>11</u>	<b>CODE:</b> <u>30</u>
	<b>FLSA:</b> <u>Non-Exempt</u>	<b>E-CLASS:</b> <u>PN</u>

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**POSITION PURPOSE**

Coordinate and participate in the editing and/or production of high-quality books, journals, annual volumes and other publications in a timely and cost efficient manner and in compliance with established industry standards.

**ESSENTIAL JOB FUNCTIONS**

- Determine specifications for books, journals and annual volumes based upon pre-established production plan. Review manuscript and book design to ensure consistency and conformity with industry standards. Provide general back-up proofreading services of manuscripts and proofs at each stage of production.
- Prepare and maintain production schedules for books, journals and reports. Develop and establish schedule with editing, proofreading, typesetting, printing and binding vendors for various stages of book and publication production. Monitor the production of all publications and maintain quality checks on vendor's work to ensure compliance with established schedules. Maintain appropriate records on design, production and manufacturing of each publication published.
- Prepare bid specifications and perform bid analysis for printing and binding of standard books, journals and reprints. Solicit bids from established vendor list and recommend vendors based on competitive bidding process. Choose free-lance editor to review manuscript. Prepare purchase order paperwork, verify vendor invoices and reconcile invoices for payment. Keep records of expenses for each publication produced. Resolve invoice inconsistencies; monitor billings and check against contractual agreements. Recommend approval of payment invoices to immediate supervisor to ensure prompt and accurate payment of production bills. Put authors in contact with free-lance indexers and proofreaders upon request.
- Review proofs of projects in production. Check for errors in print, treatment of text and photographs, placement of type, spelling, inaccurate information, etc. to ensure adherence to and correct interpretation of established specifications and industry standards. Resolve production and/or editing related problems as they occur.
- Serve as in-house resource person and liaison with authors, outside vendors and Press staff; troubleshoot and resolve problems as they arise. Provide assistance to immediate supervisor in any production related activities.

- Coordinate information for reprints of books; schedule and prepare requisitions to vendors. Obtain corrections, replacement pages and new pages as camera-ready copy for book reprints. Research files and oversee reprinting of backlist titles.
- Perform related work as assigned.

### **ADDITIONAL COMMENTS**

This classification is designed to coordinate production activities (e.g. editing, typesetting, printing and binding) of books, journals, reprints and other publications. The incumbent must possess reasonable experience and knowledge in the area of book and journal editing and/or production. Functional supervision may be exercised over part-time subordinate personnel, e.g. intern/technician/production assistant. The work performed is responsible and requires the incumbent to work independently and possess strong problem solving skills and effective communication skills to interact with in-house staff and outside vendors and clients. This classification is generally assigned to the University Press in the University Library System. This classification reports to and receives work direction from a management level positions.

### **MINIMUM QUALIFICATIONS**

- Graduation from an accredited college or university with major coursework in journalism, english or related field or an equivalent combination of education and/or experience.
- Reasonable experience in book and journal editing and/or production.
- Some editing and proofreading skills and experience.
- Excellent oral and/or written communication skills.
- Knowledge of typography and book design.
- Strong organizational skills.
- Ability to meet multiple deadlines.
- Ability to communicate effectively with others.
- Typically, incumbents have had experience in book production and promotion or as an editor.