**Production Editor III Job Description**

**Classification Title:** Production Editor III

**FLSA Exemption Status:** Exempt

**Pay Grade:** 10

**Job Description Summary:**

The Production Editor III, under direction, is accountable for carrying out production and quality control duties in support of Texas A&M University (TAMU) reports and publications, legacy materials, and other projects. Participates in development of formats, style guidelines, and production procedures for all required reports and publications produced by TAMU Publication Services. Assists with training and supervision of Production staff.

**Essential Duties and Tasks:**

**40% Production**

* Performs production duties including formatting content, proofing, and producing draft and final products for program website updates, legacy materials, proceedings, reports and other publications.
* Maintains publication schedules; takes responsibility for meeting deadlines. Prepares weekly and monthly work status and timekeeping reports. Participates in monthly reviews of volume/report work status.
* Participates in cross-disciplinary and cross-departmental project teams.
* Serves as production liaison with subcontractors, authors, review boards, and publications staff.

**20% Quality Control**

* Carries out standards and style guidelines for quality control and production procedures. Ensures quality, consistency, and completeness in all publications and reports.
* Work with graphics and editorial sections to promote consistency throughout each volume.
* Assists with production and/or proofing of program web content.
* Troubleshoots and provides expert assistance with preparation and/or proofing of program web content.
* Maintains knowledge of, complies with, and administers all TAMU, state, and federal policies that pertain to the department. Keeps abreast of all panel policies and recommendations.

**20%: Supervision, Training, and Development**

* Assists supervisor with training and technical supervision for section staff, including reviewing work and providing feedback.
* Provides expert assistance with ongoing research into software, hardware, and other technologies or techniques that will streamline production and keep Texas A&M University (TAMU) publications technically current.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications**

**Required Education:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.

**Required Experience:**

* Five years of related experience in electronic publishing and printing processes, including three years as the Production Editor II position.

**Required Licenses and Certifications:**

* None.

**Required Knowledge, Skills, and Abilities:**

* Excellent verbal and written communication skills.
* Proficiency in the use of publication software.
* Advanced knowledge of HTML and CSS.
* Knowledge of word processing, spreadsheet, and database applications.
* Ability to multitask and work cooperatively with others.

**Additional Information**

**Machines and Equipment:**

* Computer
* Printer
* Telephone

**Physical Requirements:**

* Long periods of computer screen and stationary desk usage.

**Other Requirements and Factors:**

* This position is security sensitive.
* This is a temporary/casual position established to accommodate a temporary organizational need. As such, TAMU does not guarantee any set number of hours or length of employment in this role.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

**Yes**

**No**

**Does this classification have the ability to work from an alternative work location?**

**Yes**

**No**