**Production Editor IV Job Description**

**Classification Title:** Production Editor IV

**FLSA Exemption Status:** Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Production Editor IV, under direction, serves as a lead production editor. Demonstrates job knowledge and technical expertise that contributes to improvement of production section responsibilities and related tasks.

**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.
* Assists with the development of and carries out standards and style guidelines for quality control and production procedures. Ensures quality, consistency, and completeness in all publications and reports.
* Serves as production liaison with subcontractors, authors, review boards, and publications staff.
* Independently produces and proofs program web content and oversees Web site administration in collaboration with other departments.

**20% Quality Control**

* 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.
* Maintains knowledge of, complies with, and administers all state, federal, and other policies that pertain to the department.
* Keeps abreast of all panel policies and recommendations.

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

* Takes a leading role in ongoing research into software, hardware, and other technologies or techniques that will streamline production and keep publications technically current.
* Takes a leadership role in volume-related projects and cross-disciplinary and cross-departmental project teams.
* Handles some or all of supervisor’s duties in his/her absence, including supervising section staff, assigning work to section staff, ensuring policies and information pertaining to department activities are communicated to program staff; and addressing special concerns from authors.
* Assists supervisor with training and technical supervision for section staff, including reviewing work and providing feedback.

**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:**

* Eight years of related experience in electronic publishing and printing processes, including three years of as Production Editor III.

**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:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures.
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements.

**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**

[x]  **No**

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

[x]  **Yes**

[ ]  **No**