Position Profile

Family: Communications and Marketing
Level: AM4
Position Profile Title: Manager 1-Univ Press

Salary Grade	Minimum	Midpoint	Maximum
7	$72,216	$99,336	$126,456

PROFILE SUMMARY:
Positions in this job profile are responsible for planning, organizing, and managing the University Press programs and operations. Responsibilities include working with the University Librarian to evaluate, develop, and implement philosophy, short and long-range goals, and objectives. Employees develop, implement, and enforce plans, policies, procedures, systems, programs, and performance standards. They ensure coordination and management of budget, employees, equipment, facilities, and customer service.

DISTINGUISHING CHARACTERISTICS:
The distinguishing characteristics of the Manager 1-Univ Press is the operational oversight and management of the University Press program. Positions implement the strategy and long/short range plans. They manage the department budget and supervise professional faculty employees that carry out the daily operations of the department.

PRIMARY POSITION RESPONSIBILITIES:
1. Implements and communicates the strategic planning efforts for the University Press in collaboration with the University Librarian.
2. Leads and oversees the operational management of the University Press, including creation of high quality books; management of distribution and printing contracts; and identifying, acquiring, developing and evaluating projects for publication or distribution.
3. Participates on the University Library leadership team to plan, develop and implement various programs, services and Library operations.
4. Establishes, and maintains internal and external relationships to promote and support the University Press programs and operations.
5. Administers the overall Press budget and ensures the long-term financial stability by managing income opportunities and resources.
6. Supervision of classified and professional faculty positions including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews.

PROBLEM-SOLVING AND DECISION-MAKING:
Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have significant, broad implications for the management and operations of a division/entire organization; contributes to decisions on the overall strategy and direction of the entire organization.

Decisions impact:
- Entire University
- Functions across the University
- Department
- Direct team
- Donors and Alumni
- Student/Parents

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- Other External Agencies and Institutions

ACCOUNTABILITY:
Results are defined by senior leadership, and university mission, vision and strategies. Incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Supervises work of classified and/or professional faculty employees, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, responding to grievances, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

Develops and approves department/unit budget and exceptions to program budget. Assists in the development of the division/college/overall organization

RELATIONSHIPS WITH OTHERS:
Collaborates and interacts within the Dept/Unit, University Wide, and Externally to:

- Exchange routine, factual information and/or answer routine questions.
- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Handle sensitive issues and facilitate collaboration at the highest level.
- Develop and maintain relationships with key contacts to enhance workflow and work quality.

TYPICAL REQUIREMENTS:
Bachelor's degree in Marketing, Journalism, or related field.

5 years of experience in an academic press or publishing firm professional position, including management of staff.

DISCLAIMER:
The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.