



POSITION DESCRIPTION

Position title	Chief Publishing Officer (“Publisher and Executive Editor” for journal mastheads)	
General description	The chief publishing officer (CPO) is responsible for building and leading a world-class scientific publications program and for the overall management and leadership of the publications’ program operations and staff. The CPO helps formulate publications strategy and directs strategic implementation for the program, in concert with the executive director and Council. Specifically, the position: (1) provides support and guidance to the society’s publications committee and editors-in-chief; (2) ensures an ROI to the society for the publications programs, as required by the Council; (3) maintains exceptional level of market awareness and engagement within the global biomedical research community; and (4) ensures a competitive edge for the publications program throughout the publishing process, including implementing tools to showcase the visibility and discoverability of the published content. The CPO serves as a member of the senior management team of the Society.	
Reports to (title)	Executive Director	
Department	Publications	
Status	37.5 hours per week, Exempt	Date: April 18 th , 2019

Major Duties and Responsibilities

Rank	Duty/Responsibility	Percentage of time
1	Editors	25%
	Oversee the selection process for new journal editors	
	Work with new editors to assist in setting up their office	
	Coordinate budgets for each editor’s office; review expenses	
	Ensure adherence to policy and strategy set by the publications committee and council	
	Coordinate and attend/delegate attendance at journal editorial board meetings	
	Coordinate with book committee to determine types of books published	
	Keep Handbook for Editors up to date	
2	Publications Committee and Council	25%
	Serve <i>ex officio</i> to the Committee, advising and supporting the Publications Committee Chair.	
	Convene two meetings per year of the Publications Committee (and monthly teleconferences as necessary), one of which includes the journal editors and prepare Minutes	
	Develop an annual report for the publications program each year, detailing key statistics, achievements, challenges of the program	
	Elicit requests from editors and communicate these to the publications committee on their behalf	
	Attend APS Council and prepare the publications committee report to council, including minutes from the most recent publications committee meeting. Represent publications to Council in absence of publications committee chair	
	Attend the APS annual meeting; coordinate related editor meetings and activities	
	Oversee publications ethics policy and procedure and support decision making on ethical infractions, in conjunction with the Committee and Editor	
	Ensure adherence to editorial policy enhancements driven by the research community and appropriate to the publications program, coordinating policy enhancement with editors and committee	



1	Managerial Activities	20%
	Manage all publications staff through direct reports; review performance regularly with staff	
	Review promotions and/or pay raises for all department staff	
	Hire replacement staff and recommend changes/additions to staff as driven by strategy	
	Oversee peer review submissions and production schedules and quality control compliance	
	Serve on the senior management team, taking an active role and the development and execution of organization-wide strategy	
2	Departmental Budget	10%
	Develop annual budget for the publications division with input of publications managers	
	Monitor budget compared with actual figures on a quarterly basis and approve/delegate approval for all department expenses	
	Set journal subscription prices for all sales formats in conjunction with the finance department.	
	Attend the finance committee meeting and present/defend budget	
3	Vendors	10%
	Oversee management of the external vendors supplying services for the publications editorial and production processes	
	Oversee bids and negotiate contracts with vendors for publication services	
	Evaluate new technology that will improve the journal experience for authors, editors and readers and implement as needed, within budget	
3	The Market	10%
	Support marketing strategy for all publications	
	Liaise with marketing to contract with sales and subscription agents to sell journals to academic and corporate institutions; APS negotiates directly as needed.	
	Consider new business models for journal revenue, such as migration of a subscription to an open access model.	
	Represent the society's brand for the executive team to all external stakeholders in the broader scientific community.	
	Maintain highest level expertise: Attend and participate in scientific and publishing meetings, keep up with the literature in the field of scientific publishing;	

Incumbent is expected to perform other duties as assigned by the Executive Director in support of the organization's goals and the Society's needs.

Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt
Publications Director, Editorial & Production	1	7	11
Publications Director, Policy	1	1	
Associate Publisher, Art	1		3
Associate Publisher, Digital	1	1	1
Peer Review Manager	1		6
Administrative Assistant	1	0	0



Knowledge & Skills	Indicate the minimum education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the minimum proficiency required: A= Novice; B= Proficient; C=Expert		
	Check those which apply		Subject or major field of study	Skill (Specify equipment/system)	Minimum Proficiency
		High school		Knowledge of peer review, editorial and production processes	C
		Prof/technical		Financial management	C
		College courses		Managerial experience	C
		Bachelor's degree		Contract and negotiation experience	C
	x	Master's degree	English/science/MBA	Proficiency in standard computer applications including Excel and Powerpoint	C
X	Other	10+ yrs management in journal scientific publishing	Excellent interpersonal and presentation skills	C	

Decisions	Give two or three examples of decisions you make or actions you may take without prior approval.	Contract negotiations Department procedures
	Give two or three examples of decisions you consult with a higher authority prior to decision.	Hiring/firing of staff Budget and pricing

Guidelines	Indicate any special policies, formal procedures, or precedents that guide your work.	APS Bylaws/Operational Guide Contracts in place Standard Business Practice APS Ethics Policy and scientific research ethics standards, including Committee on Publications Ethics (COPE) NIH guidance on rigor and reproducibility
	Indicate the work that requires you to apply the greatest amount of judgment.	Ethics issues Personnel issues Appraising and managing editor requests

Challenges	Briefly describe the most difficult problems you encounter and complex tasks you perform in your work.	Balancing the needs of staff, member volunteers, authors, Society, and the publishing industry's new business models
	Briefly describe the work which provides the greatest opportunity to use new or different methods or innovative approaches.	New publishing business models Launching new journals



APS Internal and External Relationships	Position	Department/Organization	Purpose
	Executive Director	APS Executive Office	Staff hire/termination decisions, final contract sign off for contracts with significant budget impact
	Chief Operating Officer	APS Operations Div.	Budgeting, pricing and invoicing issues
	Chief Engagement & Partnerships Officer	APS Engagement Div.	Marketing strategy and sales decisions
	Chief Science Officer	APS Science Div.	Science policy issue and conference collaborations
	Information Technology Director	APS Information Services	Support Software upgrades, especially for internal editing software
	Science Policy Director	APS Science Policy	Government policy, open access issues
	Communications Director	Communications	Consult on press releases, social media and other publicity relating to publications
	Publication managers of other organizations	FASEB member societies and others	Exchange of information on publications field
	Vendors		Negotiate contracts; contract fulfillment
	Volunteer members	APS	Answer queries on publications program
	Council members	APS	Keep informed on publications issues
	Publications Committee members	APS	Keep informed on publications issues, receive direction on new and existing initiatives
	Journal editors	APS	Support and oversee journal operations, strategy and budgets, receive information on journal status
	Authors	APS/non-APS	Support, answer queries, engage;
Reviewers	APS/non-APS	Answer queries; keep informed of new technology/initiatives	
Other publishing professionals		Exchange of information on publications field	

Working Conditions	<p>This position requires sitting standing and walking Additional physical requirements are as follows:</p> <ul style="list-style-type: none"> Occasionally requires lifting materials of approximately 20 lbs. Often requires computer responsibility which involves extensive use of keyboard, mouse and monitor.
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none"> Dayshift hours primarily Travel (15%) and other work related assignments required, including on weekends