

**DIRECTOR AND PUBLISHER OF THE
UNIVERSITY PRESS**

DEFINITION

This is administrative work involving the planning, directing and controlling of the University's publication of trade and scholarly books, journals and other print materials. Work involves responsibility for directing the University press operations including the establishing of operational and administrative policies, and procedures which insure compliance with all applicable state laws, University policies, rules and regulations; developing and implementing short and long range plans, goals, objectives, projects and activities designed to enhance University publications operations; applying entrepreneurial skills in the development of University publication resources and opportunities; managing the administrative and fiscal affairs of the University's publication operations; negotiating co-publishing agreements, international licensing agreements, etc., with national and international authors and publishers; and maintaining effective working relations with authors, private sector national and international publishers, University executives and faculty members, and variety of personnel affiliated with professional publishing operations and activities. Work entails considerable contact with senior University executives, administrators, faculty members, legislators and their committees and staffs, representatives of various media, national and international publishers, authors, and variety of federal and state officials. Works requires considerable knowledge of small business practices and operations and the abilities to independently exercise entrepreneurial skills and maintain effective working relations with University executives, faculty, authors and national and international publishers. Supervision is exercised over a staff of professional, technical and clerical personnel. Work is reviewed for result achieved.

The amendment and retitling of the class, Director of UH Press to Director and Publisher of the University Press and reassignment of the class to salary range M07-NM is effective January 1, 1986.

Albert J. Simon
President

May 5, 1986
Date