

ADMINISTRATIVE PROFESSIONAL POSITIONS MUST QUALIFY FOR ONE OF THE [EXEMPTION CRITERIA](#) SET FORTH IN RCW 41.06.070.

**ADMINISTRATIVE PROFESSIONAL
Benchmark Job Class
Publications Editor/1349**

Function and General Scope

Positions assigned to this class perform professional level editorial work and are responsible for acquiring, reviewing and editing new titles for a scholarly book/periodical-publishing program. Duties include, but are not limited to, reading, assessing and editing scholarly book- and article-length manuscripts for quality and suitability to editorial program; revising manuscripts in consultation with authors; writing and preparing front matter, photo captions and promotional copy; writing marketing copy and descriptive catalog abstracts for bulletins; and representing the department and selling materials at regional exhibits.

Classification Requirements (Minimum Qualifications)

Positions require a Bachelor's degree in communications, history or related field and a minimum of four (4) years of professional experience in research, writing and editing of scholarly works. A Masters degree in a related field may be substituted for up to one (1) year of the required professional experience. Positions may have specific position requirement.