

# COLORADO ASSOCIATION OF LIBRARIES POLICIES AND PROCEDURES

POLICY/PROCEDURE: #6C

SUBJECT: Co-Editors, *Colorado Libraries*: Job Description and Performance Evaluation Form

EFFECTIVE DATE: October 17, 2002

REVISION DATE: April 18, 2003

**Title of Position:** Co-Editors, *Colorado Libraries*

## **Position Summary:**

The Co-Editors consult with the Chair of the Publications Committee and report to the Colorado Association of Libraries Executive Board. The positions of Co-Editors of *Colorado Libraries* are responsible for the content and layout. The responsibilities of the positions may be divided according to interest and/or talent. One such successful and desirable division of labor is content and layout. The individuals who hold such positions of Co-Editor should be a member of CAL. If no co-editor can be found to do the layout, this function can be outsourced to the desktop publishing industry, upon CAL Board approval.

The Co-Editors may consult with the Publications Committee on items of concern. The Publications Committee shall recommend new candidates for each position according to the terms as defined.

The term of Co-Editor is two calendar years. After review, the Co-Editor can be reappointed upon mutual agreement of both the individual and the Publications Committee with approval of the CAL Board. Co-Editors (one for content and one for layout) terms are staggered with the content editor's term expiring at the end of odd numbered years and the layout editor's term expiring with even numbered years.

## **Position Responsibilities and Duties/Specific Responsibilities:**

- Be responsible to the Publications Committee.
- Provide a professional and interesting publication for the benefit of all members.
- Plan, edit, punctuate, and grammar check four issues a year: Spring, Summer, Fall, Winter.
- Plan a series of journal covers for the four issues each year.
- Coordinate issues with the activities of the Executive Director including accounts payable/receivable.

- Review performance of Column Editors. Establish staggered, two-year terms for each Column Editor which expire with annual conferences. Recruit new Column Editors as necessary.
- Meet with the Editorial Board at least annually to conduct business, to establish *Colorado Libraries* themes and covers and to suggest Guest Editors. Co-Editor(s) will report the results to the Publications Committee for final approval. Final responsibility for selecting the themes for the upcoming year and for selecting guest editors resides with the Co-Editors after reviewing suggestions from the Editorial Board (which includes column editors and the co-editors) and other interested parties in attendance at the annual meeting.

**Qualifications:** Experience with desktop publishing and knowledge of print processes preferred.

**Division of Duties:**

Layout Editor

- Plans and prepares the actual layout of each issue of *Colorado Libraries*.
- Work with the advertising coordinator and with the printer.

Content Editor

- Works with guest editors and column editors on setting schedules.

CO-EDITORS, COLORADO LIBRARIES

PERFORMANCE EVALUATION

Employee Name \_\_\_\_\_

Hire Date \_\_\_\_\_ Hired By  CAL  CEMA  CLA

	EXCELLENT	ABOVE STANDARD	STANDARD	NEEDS IMPROVEMENT	UNACCEPTABLE	COMMENTS OR N/A
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<b>Content:</b> Material is relevant, accurate, interesting and applicable to all members.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
<b>Layout:</b> Material is presented in visually appealing manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
<b>Publications Committee:</b> Communicates with publication committee.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
<b>Productivity:</b> Four issues are produced each year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
<b>Editors:</b> Recruits editors and reviews performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
<b>Communication:</b> Meets with editorial staff at least once a year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____
<b>Overall Evaluation:</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____

OBJECTIVES PLANNED FOR THE YEAR:

TRAINING/DEVELOPMENT PLANS:

EMPLOYEE COMMENTS:

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRESIDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

*EXPLANATION OF JOB RELATED CHARACTERISTICS*

CONTENT:	<p>Unacceptable: Work inaccurate and incomplete.          Needs improvement: Work marginally accurate and complete.          Standard: Meets quality and production standards.          Above Standard: Highly accurate and reliable work.          Excellent: Exceptional accuracy and reliability.          N/A: Not Applicable or unable to evaluate</p>
LAYOUT:	<p>Unacceptable: Work is incomplete          Needs improvement: Work is marginally accurate and complete          Standard: Meets quality and production standards.          Above Standard: Highly visual and above production standards.          Excellent: Exceptional product          N/A: Not Applicable or unable to evaluate</p>
PUBLICATIONS COMMITTEE	<p>Unacceptable: Does not communicate with Publications Committee          Needs Improvement: Must be coaxed into independent action.          Standard: Keeps Committee informed.          Above Standard: Routinely communicates with members of committee          Excellent: Keeps committee informed and involved with all processes.          N/A: Not Applicable or unable to evaluate</p>
PRODUCTIVITY:	<p>Unacceptable: Low performance. Output less than expected. Constant supervision required.          Needs Improvement: Output below job requirements. Extra supervision required.          Standard: Output satisfies job requirements.          Above Standard: Completes more than the required amount. Demonstrates high effort.          Excellent: Very superior work speed, accuracy and output. Rarely needs direct supervision.          N/A: Not Applicable or unable to evaluate</p>
EDITORS:	<p>Unacceptable: Does not attempt to recruit editors.          Needs Improvement: Needs help in recruitment of editors.          Standard: Recruits adequate editors          Above Standard: Recruits editors of outstanding quality          Excellent: Recruits editors of outstanding quality that represent all of the membership.          N/A: Not Applicable or unable to evaluate</p>
COMMUNICATION:	<p>Unacceptable: Does not meet with editorial staff          Needs Improvement: Editorial staff unsure of what expectations are          Standard: Editorial staff meets and works well.          Above Standard: Editorial staff is motivated and energetic          Excellent: Editorial staff is encouraging others to write          N/A: Not Applicable or unable to evaluate</p>
OVERALL EVALUATION:	<p>Unacceptable: Lacks sufficient skills/ability to remain in the current position.          Needs Improvement: Needs an immediate and sustained improvement in performance          Standard: Performance meets the requirements of the position.          Above Standard: Performance exceeds position requirements.          Excellent: Performance far exceeds position requirements.          N/A: Not Applicable or unable to evaluate</p>