



**Wilson  
Center**

*Independent Research, Open Dialogue & Actionable Ideas*

## FEDERAL VACANCY ANNOUNCEMENT

**ANNOUNCEMENT:** CK813192LH

**TITLE:** Editor (Digital and Print Media) – Wilson Press  
Outreach & Communications Office

**OPENING DATE:** Friday, January 25, 2013  
**CLOSING DATE:** Friday, February 08, 2013

**PAY PLAN/SERIES/GRADE:** GS-1082-12

**LOCATION:** WASHINGTON, D.C.

**WHO MAY APPLY:** This is a career/career conditional appointment in the U.S. civil service. All U.S. citizens may apply.

**Major Duties:** Major responsibilities and duties of the incumbent may include; but are not limited to the following:

- Manage the copy editing for publications from receipt of the rough draft;
- Select and supervise the work of copy editors;
- Manage the production of all books to bound books;
- Select and supervise the work of several independent contractors to include proofreaders, indexers, artists/designers, cartographers, typesetters, and printers in order to produce a final deliverable product;
- Provide major editorial guidance to outside contractors;
- Serve as a liaison between Publications Director, authors, and the Press throughout the editorial and production process; and
- Manage electronic marketing, publishing and data management systems to ensure accuracy of electronic files for books.

### QUALIFICATIONS REQUIRED:

**TIME-IN-GRADE Requirements:** Applicants applying under merit promotion procedures must meet the following time-in-grade requirements: One year or 52-weeks at the GS-11 level is required for the GS-12 level. (MUST SUBMIT AN SF-50 THAT SHOWS TIME-IN-GRADE ELIGIBILITY AS SUPPORTING DOCUMENTATION)

**Minimum Qualifications for the GS-12 level:** One year of specialized experience equivalent to the GS-11 level in the Federal service performing work involving:

- Establishing high level of standards for department usage, punctuations, and typography in accord with accepted guidelines for U.S. scholarly work;
- Working knowledge of U.S. copyright laws and procedures;
- Soliciting bids from outside contractors for editorial, typesetting, printing and design needs by following first-line federal bidding guidelines;
- Coordinating multiple publication schedules in order to meet production deadlines;
- Developing new methods and strategies that cover the full spectrum of assignments within a publication department;
- Responsible for production of high quality academic publications and books related to the humanities and social science fields.

**How to Apply:** You must apply for this position online through USAJOBS, the Office of Personnel Management's employment web site. Click on the link below to open the job announcement:

<https://www.usajobs.gov/GetJob/ViewDetails/335211200>

Duties, requirements, application procedures and the full text vacancy announcement can be found at the above link.

**\*\*Please note: Applicants must apply online through the USAJOBS website. Application materials submitted to the Woodrow Wilson Center's HR office cannot be considered. \*\***