

Document Production Manager

Archaeological Consulting Services, Ltd. (ACS), a 28-year-old firm in Tempe, Arizona, invites applications for a Document Production Manager (DPM) position. This is a full-time, salaried, professional position that requires a B.A. and at least three years of demonstrated professional experience in document production. This position requires excellent written communication skills, a comprehensive knowledge of word processing and related software applications, and a high degree of skill in applying software functions to prepare complex documents. Expertise in Microsoft and Adobe applications is required; familiarity with EndNote is desired. The DPM will be responsible for editing documents for grammar, spelling, and flow, and for ensuring that the information and illustrations contained in different sections of the report are consistent, accurate, and properly formatted and sequenced. The DPM also will be responsible for producing camera-ready final reports per ACS styles and standards. The DPM must be able to work independently, multi-task, complete assignments within given deadlines and budget constraints, perform only the requested level of editing, and work effectively with other ACS staff members. The position may involve future supervision of additional editorial staff. Specific tasks include:

- Helping other ACS personnel, including principal investigators, project managers, and spatial analysts, produce consistent and professional reports that meet agency and industry standards;
- Developing and formatting ACS document templates and assisting in streamlining the document production process;
- Developing copy editing, formatting, and document production budgets;
- Setting priorities and deadlines on continuing assignments to correspond with company-wide priorities and scheduling;
- Maintaining and updating the EndNote master library;
- Maintaining report distribution lists and agency-specific formatting/content requirements;
- Using links to import data from the Microsoft Access database into Word or Excel documents;
- Developing tables in Microsoft Excel 2003 using accepted ACS format;
- Scanning figures into computer files;
- Importing scanned images, map image files, and tables into Word or PageMaker documents;
- Formatting reports ranging in size from 1 to 1,000+ pages in a manner acceptable for agency review and professional publication using ACS format in both Word and Adobe PageMaker;
- Compiling front matter, including Tables of Contents, Lists of Figures and Tables (using built-in software capabilities), and Acknowledgements;
- Helping compile and check the bibliography using Word and EndNote;
- Indexing documents using built-in software capabilities;
- Providing a final proofreading;
- Producing camera-ready final reports in the ACS style;
- Coordinating outside production/printing of draft/final documents (e.g., obtaining cost estimates, providing printer/copy service with our originals, providing quality control, checking invoices);
- Working closely with the project managers and/or principal investigators to ensure that project goals are met within prescribed budgets and schedules.

The duties of this job regularly require sitting at a computer for long hours; standing at a copy machine; using hands to manipulate a computer keyboard, mouse, and documents; and communicating clearly. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus. The noise level in the

work environment is usually low. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In addition to the abovementioned requirements, familiarity with electronic publishing, cultural resource management documents, environmental compliance documents, Web design, and PowerPoint are desirable. The candidate selected for the DPM position will report to the Director of Information Services at ACS.

The salary range is between \$33,280 and \$52,000, and will be determined based on education and experience. This position is eligible for benefits after a three-month introductory period. ACS benefits include vacation, 10 holidays, 6 days sick leave, 75 percent of the cost of the employee's health insurance and dental insurance under the company plans; participation in an employee-funded 401(k) program after six months of employment. Please e-mail a current resume with a cover letter identifying the position for which you are applying, the length of your professional experience in a similar position, and the names and phone numbers/e-mail addresses of three references who can comment on your qualifications to: jobs@acstempe.com. We will begin reviewing applications upon receipt. The position will remain open until a suitable candidate is selected, although this posting will expire on October 31, 2005. ACS does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.