

Alki Assistant Editor **(One year appointment)**

Summary

The *Alki* Assistant Editor is responsible for helping the editor provide a balanced mixture of relevant and thoughtful articles and features on the problems, responsibilities and concerns of all library personnel, and for learning the process of producing issues of the journal.

Under usual circumstances and after a one-year Committee appointment, the Assistant Editor will later become the next Editor. The position of Assistant Editor is intended to provide this individual with an opportunity to meet and interact with members of the *Alki* Committee, the WLA Executive Board, contributors, members of the Washington library community, layout and production personnel at *Alki's* printing company, personnel at *Alki's* mailing service, and others, as well as to learn the steps of production.

The *Alki* Assistant Editor may be completing a Committee appointment or serving in place of a standard appointment for the one year. In either case, the size of the Committee would remain the same as in 2000-2001 Association year. If neither circumstances pertain, the Assistant Editor would be an additional Committee position for the single year.

Responsibilities

1. Work effectively with the *Alki* Editor, *Alki* Committee, Association Coordinator, contributors, members of the library community, and businesses involved in the production of the journal.
2. Assist the Editor in establishing content, in conjunction with *Alki* Committee.
3. Participate in identifying trends and topics of interest and concern to membership.
4. Communicate with and solicit input from the *Alki* Committee regarding editorial policy, business, issue themes, content and procedure items.
5. Participate in setting issue themes, establishing tone, substance, and personality of *Alki*, in conjunction with *Alki* Committee. Assist the Editor in insuring that the journal complies with the Publication Guidelines adopted by the WLA Board.
6. Assist in developing, reviewing, and implementing editorial policy established by *Alki* Committee
7. Assist the Editor in producing the journal, including preparation of copy for typesetting, proofreading, preparation of layout, ordering and locating cover and other graphics, revising the printer's proofs, determining number of journals to be printed, etc.
8. Learn the process of working with the Association Coordinator and the mailing service to label and mail issues to members and subscribers.
9. Assist the Editor with communications related to *Alki*.

10. Assist the Editor with advertising and business aspects of *Alki*, including soliciting and placing advertising and insuring information is given to Association Coordinator for preparing and distributing invoices.
11. Assist the Editor in planning a budget in accord with Fiscal Policy and submitting it to Association Treasurer May 1 of each year.
12. Attend WLA Annual Conference.

Requirements

The *Alki* Assistant Editor must be a dynamic, self-motivated individual with skills and some experience in the publication of newsletters, journals, or comparable publications. The Assistant Editor must have strong organizational skills, the ability to meet deadlines, and scheduling flexibility to allow attendance at necessary meetings. The Assistant Editor must have access to a computer, appropriate software, and modem, and to email.

The Assistant Editor must be willing to commit to a minimum of three years, if the Committee appointment of one year and a subsequent two-year contract as Editor are offered by the Association's President.

Compensation

The Assistant Editor will receive travel expenses, as stipulated by the WLA By-laws, for attendance at necessary meetings.

Reporting responsibilities

The Assistant Editor serves at the pleasure of the WLA President with Concurrence of the WLA Executive Board. Ongoing direction is provided by the *Alki* Editor and by the *Alki* Committee Chair. Performance evaluations are provided by the President with input from the *Alki* Editor and the *Alki* Committee Chair.