NEWS EDITOR

Job Function: The news editor is in charge of making sure that news-minded people find the paper worth reading.

Job Description: The news editor handles the paper's news sections and columns, including the cover page (above the fold), the Metro page (except for Scenes), and three weekly columns: The Bottom Line, Talking Sports, and the columns Outstate and Capitol Eye, which rotate on a weekly basis.

  The news editor also edits Ashes and Diamonds, a column by Alexander Cockburn which runs every other week, an occasional feature called View, which is open to writers within the community, and other occasional articles that may fall within his or her domain.

   The news editor is one of the three columnists who contributes to The Bottom Line. He or she may also contribute writing to other sections of the paper, or to the quarterly suppliments.

Responsibilities: Duties include working with individual freelancers to conceive and develop stories, a task which involves a substantial amount of correspondabce and time on the phone. The news editor is also in charge of editing articles for publication, which includes rewriting copy (which sometimes involves clearing changes with author), checking facts, assigning artwork, and writing headlines and blurbs. The news editor is also in charge of supervising the editorial intern(s).

Authority: The news editor may accept or reject manuscripts, encourage or discourage writers from pursuing individual topics, advise writers on how to approach a topic and edit copy as he or she sees fit. The news editor may also make a number of on-the-spot decisions regarding matters of layout. In extraordinary situations, the editor can overrule a writer's wishes regarding the editing of a particular article.

Reportability: The news editor is directly answerable to the editor, although he or she may seek and/or accept advice from others.

Accountability: The news editor is accountable to the publisher. The present arrangement calls for some promotion and salary increases on a pre-determined basis.