

INFORMATION OFFICER 3

KIND OF WORK

Program of editorial journalistic responsibility.

NATURE AND PURPOSE

An employee in this class administers a specific public information or general education program, or serves as the editor of a scholarly or promotional periodical, which has broad public interest. Work is subject only to general review of results obtained.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Prepares and edits news releases which may be of vital public concern.

Serves as editor and chief of a departmental periodical which has broad public interest.

Writes editorials.

Administers a specific information or education program in an informational section which has many diverse programs. The program must effect a significant segment of the general public.

Participates in making cost decisions involving the employee's informational program responsibilities.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the methods and techniques of presenting information to the public.

Thorough knowledge of journalistic principles, practices and techniques as related to the planning, composing and editing of various publications.

Considerable knowledge of the scope of the departmental program, policies, laws and operations.

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Class Specification

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Ability to:

Plan a comprehensive program of public information and to obtain cooperation from those in charge of channels of information.

Write effectively.

Speak effectively.

Est.: 7/41 T.C.: 6/57, 7/67, 11/71

Ckd.: 11/92 Former Title(s): Informational Representative IV

Rev.: Informational Representative III

Senior Informational Representative