

INFORMATION OFFICER 2

KIND OF WORK

Journeyman level work disseminating information through journalistic or educational programs.

NATURE AND PURPOSE

An employee in this class is responsible for preparing a variety of informational material, the purpose of which is to increase public awareness. She/he may typically draft and edit technical materials, coordinate the work of specialists and specialized agencies in formulating educational or journalistic programs and assist the media, educators and/or the public in obtaining information about specialized factual areas or agency programs and activities. The employee has considerable discretion over the techniques utilized and, where she/he is the highest information class in the department or institution, the employee serves as an aide to management in developing informational policies. Supervision is received from a higher informational class or the appropriate administrative official.

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

Confers with officers in charge of informational services, departmental officials and others so that informational and educational programs may be planned and organized.

Coordinates an educational program in a specific area which includes overseeing the development of curriculum materials so that program goals will be effectively disseminated.

Manages an information program of limited scope in a state college or small department, such as Sports Information Director so that the relevant public is informed of the agencies activities.

Serves as a regional representative for all facets of the departmental, journalistic or educational program so that departmental activities are disseminated to the public.

Serves as editor of a departmental publication so that department activities clearly, concisely and accurately are presented to the public. The publication will not have a broad audience.

Provides editorial and journalistic assistance so that informational and educational programs will be presented accurately, clearly and concisely.

Conducts workshops, seminars and in-service training so that relevant personnel and/or users of information receive effective training.

Performs other related work.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Considerable knowledge of field specialty.

Considerable knowledge of journalistic or educational principles and practices.

Considerable knowledge of writing requirements for the press, radio and television or for curriculum and educational materials.

Considerable knowledge of mechanical editing techniques.

Ability to:

Ability to speak effectively.

Ability to plan and organize a field information program and to gain support for the program.

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