

INFORMATION OFFICER 1

KIND OF WORK

Beginning professional level journalistic work.

NATURE AND PURPOSE

An employee in this class is responsible for the preparation of written material for informational purposes, performs public relations functions; or prepares educational materials for public and internal departmental use. Work is primarily limited to the technical facets of journalistic preparation. Employee is closely supervised except where his work is of a recurring nature.

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

Prepares information on recurring items which reach the general public.

Prepares non-recurring items for public consumption as a member of a team.

Prepares an internal house organ.

Designs and constructs educational exhibits.

Organizes and meets with lay committees to assist in the conducts of the educational program.

Coordinates information from many sources for inclusion in one informational product such as statistical reports.

Conducts a departmental employee safety program which includes acting as chief advisor to management.

Acts as director for college alumni and parents programs.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Working knowledge of journalistic principles and practices.

Working knowledge of the writing requirements for press, radio and TV.

Skill in:

Preparing speeches and exhibiting material involving technical or otherwise complex subject matter.

Ability to:

Speak effectively.

Write effectively.

Est.: 3/41 T.C.: 6/57, 7/67, 11/71

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

Rev.: Informational Writer I

Informational Writer II

Informational Writer III

Informational Representative

Informational Representative I

Informational Representative II

Informational Representative III