

The Maryland-National Capital Park and Planning Commission

Title: Senior/Supervisor Technical Writer/Editor
Series: General Administrative

Grade: H Code: 2312/2313
Date: 09/21/99
FLSA: Non-exempt (Senior)
Exempt (Supervisor)

Senior Technical Writer/Editor will be designated as Code 2312; while Supervisor Technical Writer/Editor will be designated as Code 2313.

Class Definition

Under direction, independently performs the full range of difficult technical writing, editing, and administrative work involved in writing and maintaining the public record of Planning Board and other Commission meetings. Plans, prioritizes, and coordinates writing and editing work. Analyzes and interprets content of meetings in order to produce concise summaries. Restructures informal technical discussions into a formal summary based on a thorough understanding of issues, policies, and laws relating to Planning Board/Commission operations. Edits other technical reports as requested. Trains new staff in Commission and Board procedures, policies, and methods. Maintains official files and documents. An employee in this class plans, prioritizes, and coordinates work, establishes work standards, and ensures that work meets standards. May serve as a working leader with additional writing and administrative duties. Performs other duties as assigned.

Essential Job Functions:

1. Develops policies and procedures including style and format of materials produced by Technical Writer/Editors, filing systems, and procedures for responding to inquiries and requests from staff and the general public.
2. Coordinates efforts to develop, maintain, update, and publish writing standards to be used by Parks and Planning Staff as well as by Technical Writers/Editors.
3. Reviews and evaluates work methods and technology that can improve efficiency and effectiveness of Technical Writers/Editors performance. Supervises and coordinates schedules of contract employees. Assists in the preparation of annual budget.
4. Independently, prepares official minutes of Prince George's or Montgomery County Planning Board/Commission regular meetings and executive sessions often under tight deadlines. Prepares concise and accurate summaries of discussions. Analyzes and interprets multi-party discussions, based on knowledge of Subdivision Regulations, County Zoning Ordinance, the Board's Rules of Procedures, County laws, Commission policy and planning terminology, concepts, and issues, in order to write clear and accurate minutes that report the Board's actions and the rationale leading to their actions that enhances the general public's understanding of the technical process often under strict deadlines. Ensures minutes include accurate representation of discussions including time, date, location, participants, discussions, testimony, resolutions, vote decisions, and instructions to staff.

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Essential Job Functions (continued)

May write a weekly summary report of Board actions for media and public use. Prepares and/or reviews verbatim transcripts which must be prepared on contested cases and when required by the General Counsel staff.

5. Coordinates Planning Board Meetings and the preparation of agendas and supporting materials; reviews Planning Board agendas weekly to ensure that all pertinent information and accompanying back-up materials are included and received by Planning Board members in advance of meetings; communicates with appropriate staff if materials are missing or insufficient. Ensures that late or additional materials are submitted to Planning Board Members in a timely manner. Ensures reference materials Board members may require at meetings are available. Ensure recording and other necessary equipment is available and in good working order for meetings. If appropriate, keeps Planning Board Page aware of any specific changes to individual meetings and procedural changes. Provides assistance, as necessary, to the general public and persons who wish to speak by explaining Board procedures and regulations.
6. Maintains Commission records related to calendars, agendas, minutes, and resolutions for the work programs. Designs and maintains orderly, easily understood, and accessible filing systems. Maintains logs of all minutes and resolutions, tapes of all meetings, and microfiche files of minutes and transcripts. Makes copies of and collects fees for audio tapes, researches and provides copies of minutes and resolutions in response to requests from applicants, citizens, attorneys, government offices, and staff.
7. Researches files and archives and organizes and writes summaries of information in response to requests from County Council members, the public and staff.
8. Provides administrative assistance to Planning Board members; prepares and processes correspondence, expense reimbursements, and requests for information.
9. Reviews Commission/management literature and relevant County policies or issues to keep other Commissioners' Office staff and Technical Writers/Editors informed of items that might be background for discussions occurring at meetings.
10. Writes and/or edits brochures and other informational materials; edits technical reports and works with Planning staff to ensure consistency of content, format and usage. Interviews with technical staff may be necessary to ensure accurate information is utilized within materials. The task of balancing editorial needs with author's rights and keeping within the schedule, requires considerable tact and ability to work under pressure to meet tight deadlines.

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Other Duties:

1. Substantively and copy edits other Board and Commission documents for clarity, consistency of content, format and style, and accuracy of grammar, spelling, and punctuation.
2. Serves on department, division, and Commission-wide study committees.
3. Plans, prioritizes, and coordinates work of Technical Writers/Editors including full-time, part-time and contract staff. Ensures adequate coverage of meetings and timely production of minutes and transcripts. Assigns, reviews, and evaluates work. Participates in recruiting and selecting staff.

Important Worker Characteristics:

- A. Extensive knowledge of: 1) English composition, style and usage; 2) Commission policies and procedures, the Board's Rules of Procedure, County laws, and planning terminology, concepts, and issues;* and 3) office practices including extensive filing systems and methods for safeguarding official documents.
- B. Skill in: 1) use of modern office equipment to produce documents in accordance with established styles and standards; 2) organizing files and documents for easy accessibility; and 3) planning, organizing, and prioritizing work.
- C. Ability to: 1) express technical information clearly in language that can be understood by the general public; 2) listen to multi-party discussions of technical information and record essential information; 3) write accurate and comprehensive minutes summarizing discussions and noting resolutions, decision, and action items; 4) take fast, accurate notes; 5) apply standards of English composition including grammar, punctuation, spelling, and usage to compose, copy and substantively edit, and proofread technical documents; 6) plan and organize work of a unit; 7) provide leadership to other writers/editors; and 8) search documents and prepare written summary of findings in response to requests for information.

* Developed primarily after employment in this class.

Minimum Qualifications:

1. Graduation from high school or GED supplemented by college-level courses in English composition; and

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Minimum Qualifications (continued)

2. Four years of experience in a position that provided the knowledge, skills, and abilities listed above and two years experience as a Technical Writer/Editor.
3. An equivalent combination of education and experience.

Working Conditions

Work is performed in an office setting often under tight deadlines. Work involves walking, standing, bending, crouching and carrying of equipment and supplies.