

The Maryland-National Capital Park and Planning Commission

TITLE: Technical Writing Specialist GRADE: 18 DATE: 4/23/2024
SERIES: General Administrative CODE: 1173 EEO: Para-Professional FLSA: Non-Exempt

Class Definition:

Under general supervision, performs technical writing, editing and administrative support work involved in writing and maintaining the public record of Planning Board and other Commission meetings. Interprets content of meetings in order to produce concise summaries. Restructures informal technical discussions into formal summaries based on a thorough understanding of issues, policies and laws relating to Planning Board operations. Prepares official minutes of Planning Board meetings and executive sessions which include accurate representations of time, date, location, participants, discussions, testimonies, resolutions, vote decisions, and instructions to staff. Works with Planning Board to ensure consistency of content, format and usage. Provides assistance in writing or editing brochures and other informational materials; such as technical reports as requested. Prepares verbatim transcripts which must be prepared on contested cases when requested by an authorized body (e.g., District Council, General Counsel, Planning Board). Maintains logs; and files minutes and transcripts of meetings. Maintains and stores official files and documents in accordance with Commission policies and procedures. Clearly presents written documents in sufficient detail to be readily understood by the intended audience. As an individual contributor, work results in completed assignments that have important impact on administrative management matters of the unit of assignment. Work may be highly confidential or highly sensitive. Applies knowledge of, and skill in, English composition, style and usage, Planning Board Rules of Procedure, County laws, and planning terminology, concepts and issues, office practices including filing systems and protocol for safeguarding official documents, and desktop publishing technology. Independently performs research and analyses to solve regularly occurring problems in the work. Interacts with people inside and outside the organization to exchange information, coordinate, instruct and guide. Performs other duties, as assigned.

Work is assigned in terms of specifics, including known problems, and is to be performed in strict adherence to guidelines (which include instructions of the supervisor or a higher-grade employee). Incumbent plans the detailed work steps within these parameters, independently resolves routine problems by selecting and applying the appropriate guides, and seeks assistance with non-routine problems or issues. Work is evaluated in terms of compliance with guidelines, quality, quantity, timeliness, teamwork, customer service and other related factors.

Examples of Important Duties:

1. Participates in the coordination of Planning Board Meetings and the preparation of agendas and supporting materials. Reviews Planning Board agendas and ensures 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. Submits late or additional materials to Planning Board Members in a timely manner; and verifies the availability of reference materials are available for Board members at meetings and recording and other necessary equipment are and in good working order for meetings.

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2. Prepares official minutes of Planning Board meetings and executive sessions. Ensures minutes include accurate representation of information including time, date, location, participants, discussions, testimony, resolutions, vote decisions as well as any instructions to staff.
3. Prepares verbatim transcripts which must be prepared on contested cases and when required by the General Counsel staff.
4. Maintains Commission records related to calendars, agendas, minutes, and resolutions. Designs and maintains orderly, easily understood, and accessible filing systems. Maintains logs of all minutes and resolutions, meetings and automated files. Copies and collects fees for audio tapes; researches and provides copies of minutes and resolutions in response to requests for information (e.g., from applicants, citizens, attorneys, government offices, and staff).
5. Participates in research of files and archives, organization and summarization of information in response to requests from County Council members, the public and staff. Safeguards reports and documents in accordance with Commission policies and procedures.
6. Processes correspondence and requests for information as required.
7. Reviews Commission/management literature and relevant county policies or issues to keep informed of items that might be useful in performance of job duties.
8. Assists in writing or editing brochures and other informational materials such as technical reports.
9. Provides assistance to the public and persons who wish to speak at Planning Board meetings by explaining procedures and regulations.

Important Worker Characteristics:

- A. Knowledge of, and skill in (1) English composition, style and usage; (2) Planning Board Rules of Procedure, County laws, and planning terminology, concepts and issues*; (3) office practices including filing systems and methods for safeguarding official documents; (4) desktop publishing technology; and (5) Commission organization, policies and procedures*.

**Typically acquired or fully developed primarily after employment in this job class.*

- B. Skill and ability to (1) express technical information clearly in language that can be understood by the 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, decisions, and action items; (4) take fast and accurate notes; (5) apply standards of English composition including grammar, punctuation, spelling, and usage to compose, copy, edit and proofread technical documents; and (6) search documents and prepare written summary of findings in response to requests for information.

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- C. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include applying principles to independently solve difficult problems and achieve goals.
- D. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. This includes skill in actively listening to ascertain key information, including concerns, wants and needs of others, and in coordinating to obtain desired results including agreement or compliance. Examples include maintaining communications and networking with a wide variety of internal and external contacts.
- E. Interpersonal skills to interact with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.
- F. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

Minimum Qualifications (MQs):

- 1. High School diploma or a Certificate of General Educational Development (GED).
- 2. Four (4) years of experience in a position that provides the knowledge, skills and abilities listed above.
- 3. An equivalent combination of education and experience may be substituted, which together total four (4) years.

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. Occasionally required to work evenings, weekends and extended hours.