

The Maryland-National Capital Park and Planning Commission

TITLE: Senior Technical Writing/Editing Specialist GRADE: 22 DATE: 4/23/2024
SERIES: General Administrative CODE: 1174 EEO: Para-Professional FLSA: Non-Exempt

Class Definition:

Under direction, performs 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. Analyzes and interprets multi-party discussions, based on knowledge of Subdivision Regulations, County Zoning Ordinance, Planning Board's Rules of Procedures, County laws, and Commission policies and planning terminology, concepts and issues in order to produce clear, concise and accurate minutes/reports. May plan, prioritize and coordinate writing and editing work of subordinate Technical Writing Specialists. Coordinates Planning Board Meetings by preparing agendas and supporting materials to ensure that all pertinent information and accompanying back-up materials are included and provided to Planning Board members in advance of meetings. Ensures minutes include accurate representation of time, date, location, participants, discussions, testimonies, resolutions, vote decisions and instructions to staff. Works with Planning Board staff to ensure consistency of content, format and usage. Writes and/or edits brochures and other informational materials; edits technical reports as requested. Prepares or reviews verbatim transcripts. Ensures maintenance of logs of all minutes, resolutions and automated transcripts. May train new staff in Commission and Planning Board writing and editing procedures and administrative support policies and procedures. Safely maintains and stores official files and documents in accordance with Commission policies and procedures. Work directly affects the Planning Board, General Counsel and other Commission related programs related to writer-editor work in which written documents are presented clearly and in sufficient detail to be readily understood to the intended audience. Ensures completeness, soundness and sufficiency of the work. Work may be highly confidential or highly sensitive. As an individual contributor, work results in completed assignments that have a direct impact on administrative management matters of the area(s) of assignment. Applies considerable knowledge of, and skill in English composition, style and usage, Planning Board Rules of Procedure, County laws, planning terminology and concepts, office practices including filing systems and protocol for safeguarding official documents, and desktop publishing technology to ensure that unit support teamwork products and services are effective. Independently performs various types of research and analyses and solves regularly occurring problems, including a range of non-standard problems. Interacts with people inside and outside the organization to exchange information, coordinate, instruct and guide. Performs other duties, as assigned.

Assignments are made in terms of ongoing functional responsibilities, requirements of specific assignments and anticipated problems. Independently plans and carries out the work in conformance with established policies and procedures and accepted administrative and technical practices and may vary the application of these policies, procedures and practices to address situations not specifically covered. Keeps the supervisor informed and brings procedural exceptions and recommendations to the supervisor's attention for guidance or resolution. Work is expected to be technically accurate - the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and other related factors.

The Maryland-National Capital Park and Planning Commission

TITLE: Senior Technical Writing/Editing Specialist GRADE: 22 DATE: 4/23/2024
SERIES: General Administrative CODE: 1174 EEO: Para-Professional FLSA: Non-Exempt

Examples of Important Duties:

1. Ensures preparation of official minutes of Planning Board, Commission meetings and executive sessions, often under tight deadlines; and includes accurate representation of time, date, location, participants, discussions, testimonies, resolutions, votes, decisions and instructions to staff.
2. Analyzes and interprets multi-party discussions, based on knowledge of Subdivision Regulations, County Zoning Ordinance, Planning Board's Rules of Procedures, County laws, Commission policies and planning terminology, concepts and issues.
3. Prepares and reviews verbatim transcripts which must be provided on contested cases and when required by General Counsel staff. Confirms maintenance of logs of minutes, resolutions and automated transcripts.
4. Coordinates Planning Board Meetings and the preparation of agendas and supporting materials; reviews Planning Board agendas to ensure that all pertinent information and accompanying back-up materials are included and provided to Planning Board members in advance of meetings.
5. Communicates with appropriate staff if materials are missing or insufficient. Ensures that late or additional materials are submitted to Planning Board Members. Ensures reference materials are available for Board members.
6. Confirms recording and other necessary equipment is available and in good working order for meetings.
7. Researches files; archives, organizes and writes summaries of information in response to requests from County Council members, the public and staff.
8. Confirms that reports and documents are safeguarded in accordance with Commission policies and procedures.
9. May lead a group of Technical Writing Specialists. Plans, prioritizes and coordinates writing and editing work; and provides input to performance evaluations.
10. Informs Commissioners' Office Staff and Technical Writing Specialists of items that may be useful from the review of Commission/management literature and relevant policies or issues.
11. Writes and/or edits brochures and other informational materials such as technical reports.
12. Explains procedures and regulations to the public and persons who speak at Planning Board meetings.

The Maryland-National Capital Park and Planning Commission

TITLE: Senior Technical Writing/Editing Specialist GRADE: 22 DATE: 4/23/2024
SERIES: General Administrative CODE: 1174 EEO: Para-Professional FLSA: Non-Exempt

- 13. Serves on division, department and Commission-wide committees.
- 14. Prepares and processes correspondence and requests for information as required.

Important Worker Characteristics:

- A. Considerable knowledge of and skill in (1) English composition, style and usage; (2) Planning Board Rules of Procedure, County laws (e.g., Subdivision Regulations, County Zoning Ordinances); (3) planning terminology and concepts; (4) office practices including filing systems and protocol for safeguarding official documents; (5) desktop publishing technology; and (6) Commission organization, policies and procedures*.
- B. Knowledge of, and skill in assigning or reviewing tasks, setting the pace, and otherwise assisting the supervisor by performing group leader work or ability to rapidly acquire knowledge and skill set.
- C. Skill and ability to 1) express technical information clearly in language that can be understood and interpreted 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, substantively edit and proofread technical documents; 6) plan and organize work of a unit; 7) provide leadership to other Technical Writing Specialists; and 8) research documents and prepare written summary of findings.
- D. 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; identify relevant information in a complex, fast paced work setting.
- E. Skill in communication to understand verbal and written information (including facts, assertions and arguments), and to express such information so that others will understand and, at times, be convinced or persuaded. 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; communicating clearly and concisely to a varied audience with wide ranging needs and requirements.
- F. 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.
- G. Skill in using a computer, modern office suite software (such as MS Office), enterprise software and specialized software.

The Maryland-National Capital Park and Planning Commission

TITLE: Senior Technical Writing/Editing Specialist GRADE: 22 DATE: 4/23/2024
SERIES: General Administrative CODE: 1174 EEO: Para-Professional FLSA: Non-Exempt

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 provided the knowledge, skills, and abilities listed above and two (2) years of experience as a Technical Writing Specialist.
3. An equivalent combination of education and experience may be substituted, which together total six (6) 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.