

The Maryland-National Capital Park and Planning Commission

Title: Technical Writer/Editor
Series: General Administrative

Grade: G Code: 2310
Date: 9/21/99
FLSA: Non-exempt

Class Definition

Under direction, independently performs the full range of technical writing, editing, and administrative work involved in writing and maintaining the public record of Planning Board and other Commission meetings. 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 operations. Edits other technical reports as requested. Maintains official files and documents. An employee in this class plans his/her own work in the context of Planning Board and Office priorities and established deadlines. Established procedures provide guidance for much of the work, but the employee varies methods and recommends new guidelines and standards as necessary. Performs other duties as assigned.

Essential Job Functions:

1. Prepares official minutes, actions and, as necessary, verbatim transcripts of Prince George's or Montgomery County Planning Board regular meetings and executive sessions often under tight deadlines. Prepares concise and accurate summaries of Planning Board discussions. Analyzes and interprets multi-party discussions based on knowledge of Subdivision Regulations, County Zoning Ordinance, the Board's Rules of Procedure, County laws, 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, discussion, testimony, resolutions, votes, decisions, and instructions to staff. May write a weekly summary report of Board actions, under tight deadlines, for media and public use. Prepares and/or reviews verbatim transcripts which must be prepared of contested cases when required by the General Counsel Staff.
2. 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. Ensures recording and other necessary

Essential Job Functions: (cont.)

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.

3. 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 and provides copies of minutes and resolutions in response to requests from applicants, citizens, attorneys, government offices, and staff.
4. Documents technical writing standards for department-wide use.
5. Researches files and archives and organizes and writes summaries of information in response to requests from members of the County Council, the public and staff.
6. Provides administrative assistance to Planning Board members; prepares and processes correspondence, expense reimbursements, and requests for information.
7. Maintains confidentiality of information.

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.

Important Worker Characteristics:

Considerable 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*; 3) office practices including extensive filing systems and methods for safeguarding official documents.

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.

Important Worker Characteristics: (cont.)

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 discussion and noting resolutions, decisions, and action items; 4) take fast, accurate notes; 5) apply standards of English composition including grammar, punctuation, spelling, and usage to compose, copy edit and substantively edit, and proofread technical documents; 6) organize work efficiently to meet recurring and strict deadlines; 7) search documents and prepare written summary of findings in response to requests for information.

*Developed primarily after employment in this job class.

Minimum Qualifications:

1. Graduation from high school or GED supplemented by college-level courses in English composition;
2. Four years of experience in a position that provided those knowledge, skills, and abilities listed above; or
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.