

CLASS TITLE: WRITER/EDITOR II

PURPOSE OF THE CLASSIFICATION: Under direction develops concepts, collects information, writes, and/or edits and coordinates the production of regular City of Tulsa publications; plans and coordinates information campaigns and special projects from beginning to completion; compiles and researches information necessary to create a successful production or project and performs other related assigned duties.

ESSENTIAL TASKS:

- Plans and coordinates printed, web and electronic projects from concept to completion, working with staff and client to assess needs and measure deliverables
- Collects and compiles information through research and personal contact with all City Departments
- Tracks costs of projects
- Conceptualizes ideas
- Creates and/or revises strategic plans for assigned projects
- Writes and/or edits copy and coordinates the production of annual, periodic and special publications, website pages and electronic presentations
- Sets up and assists with various public meetings
- Assesses project suitability for video programming and prepares storyboards
- Collects necessary information and edits articles, web page content, reports, presentations, media releases, fact sheets, scripts and all materials associated with assigned projects
- Coordinates production of newsletters, annual reports, brochures and presentations
- Works with other staff writers to develop information packages for special events
- Acts as media liaison on issues and events and speaks on behalf of various City departments
- Works with graphic designer and clients to create maps, charts and graphics for publications
- Administers and oversees contracts with design or outside agencies used on a project
- Develops communication project specifications for proposal requests from outside vendors
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in journalism, communications or public relations and two (2) years of journalism or editorial experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of writing techniques, English, spelling, grammar and punctuation, formatting and layout principles, publications production scheduling and vendor requirements; and considerable knowledge of word processing and desktop publishing software. Ability to identify reader needs, conceptualize ideas, collect information and compose written documents, edit the writing and work of others and carry projects to timely completion; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 60 pounds; may be subject to walking, standing, handling reaching, bending and feeling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid class "D" Oklahoma Operator's license.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office environment.

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Class Code: 2543

EEO Code: N-02

Pay Code: AT-32

Group: Clerical and Administrative

Series: Clerical

Effective Date: March 20, 2012