

CLASS TITLE: WRITER/EDITOR I

PURPOSE OF THE CLASSIFICATION: Under general supervision develops concepts, collects information, writes, creates graphic designs and/or edits and coordinates the production of regular City of Tulsa and Public Works Department publications; compiles and writes press and media releases and other documents as needed; and performs other related assigned duties.

ESSENTIAL TASKS:

- Collects and compiles information through personal contact with City Departments and through research
- Conceptualizes ideas
- Writes and/or edits copy for internal and external publications
- Recommends topics for feature articles
- Compiles, writes and/or edits copy for the City of Tulsa newspaper
- Collects necessary information and writes press and media releases and fact sheets
- Coordinates production of brochures and other publications
- Recommends information packages for special events
- Recommends public relations strategies on various issues
- Acts as media liaison on issues and events
- Creates maps, charts, and graphics for publications
- 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, public relations, or marketing and two (2) years of journalism or professional writing in public relations or public information 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 desk top publishing software. Ability to identify reader needs, conceptualize ideas, collect information, and compose written documents, edit the writing of others, expedite the 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: None required.

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

Class Code: 2526

EEO Code: N-02

Pay Code: AT-28

Group: Clerical and Administrative

Series: Clerical and Administrative

Effective Date: December 1, 2000