

INFORMATION PROGRAM SUPERVISOR

KIND OF WORK

Supervisory program or editorial journalistic responsibility.

NATURE AND PURPOSE

An employee in this class performs supervisory responsibilities in administering a specific public information/public affairs or general education program, or serving as the editor in supervising staff in the publication of a scholarly or promotional periodical, which has broad public interest. Work is subject only to general review of results obtained.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Prepares and edits news releases which may be of vital public concern.

Serves as editor and chief of a departmental periodical which has broad public interest.
Writes editorials.

Administers a specific information or education program with significant impact on a broad audience in an informational section which has many diverse programs.

Plans content and design of publication issues, orders and prepares visual material to accompany news releases and publications.

Participates in making cost decisions involving the employee's informational program responsibilities.

Supervises a staff of Information Officers by assigning and controlling work, changing or modifying procedures, training employees, effectively recommending hiring and disciplinary actions, and conducting performance evaluations.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the methods and techniques of presenting information to the public.

Thorough knowledge of journalistic principles, practices and techniques as related to the planning, composing and editing of various publications.

Considerable knowledge of the scope of the departmental program, policies, laws and operations.

Ability to:

Ability to plan and supervise a comprehensive program of public information and to obtain cooperation from those in charge of channels of information.

Ability to write effectively.

Ability to convey an understanding of complex legal, technical, or policy issues to the public.

Ability to speak effectively.

Ability to supervise professional and office staff.

Est.: 03/16/81
Rev.:

T.C.:
Former Title(s):