

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED OCTOBER 2011
RANGE: 52.5
CLASSIFIED
CODE: #

TECHNICAL WRITER – FCMAT
(Fiscal Crisis & Management Assistance Team)

DEFINITION

Under the general supervision of the deputy administrative officer, develop, organize, write, edit, and design technical and other formal and structured internal and public documentation supporting the operations of the Fiscal Crisis and Management Assistance Team (FCMAT).

EXAMPLES OF DUTIES

Write, edit, design, produce and maintain technical and other forms of formal documentation;

develop required documents such as management reviews, requests for proposal (RFPs), management letters, comprehensive reviews, annual reports, newsletters, brochures, flyers, professional development materials, and website content;

help to establish content, writing and design standards for reports and other documentation, and then implement those measures;

implement and maintain procedures for the efficient and effective capture of feedback from the client and consultants during the report writing process to ensure accurate and high quality findings and recommendations;

obtain information to be used in a given document from appropriate sources both within and outside of FCMAT which may include fieldwork at the client LEA;

participation in formative discussions of the subject matter to be documented; when appropriate, checking the accuracy of information in a document against other written or verbal sources; and creating or obtaining graphics, artwork, and tables needed for complete documentation;

ensure that master copies of FCMAT documentation are current and available to staff, consultants, and clients;

assess all reports and other documentation for compliance with FCMAT, KCSOS, and regulatory guidelines, policies and procedures;

coordinate printing time lines and project specifications with internal and external printing vendors;

produce and maintain electronic versions of all documents produced, including interactive features when appropriate;

redesign documents as needed to maintain FCMAT's image and user accessibility;

play an integral role in developing and maintaining FCMAT's visual identity and brand image in all media produced;

research and select appropriate news stories for the education community, and post relevant stories to the FCMAT website daily;

post and maintain a wide variety of FCMAT documents and other information on the organization's website;

serve as a cooperative and contributing member of the FCMAT office team;

complete other duties as assigned.

QUALIFICATIONS

Knowledge of:

Exemplary writing skills are required, including an excellent command of grammar and usage, and clear organization;

excellent verbal communications skills are required;

thorough knowledge of developing, drafting, and editing both technical and non-technical documentation including protocols, policies, and procedures;

excellent computer skills-proficiency in the use of Microsoft Word, Excel, PowerPoint, SharePoint, Adobe Acrobat, and Adobe InDesign are essential, including the ability to convert materials to and from various formats;

proficiency in the use of HTML, Photoshop, Illustrator, and a variety of web browsers and other ancillary layout and research tools is desired;

a broad understanding of California school finance, operational structures and entities is highly desirable.

Ability to:

Write, edit, design and produce comprehensive, error-free and readable technical and structured documents in layman's English;

rewrite complex and convoluted technical data into easily understandable prose accessible to a wide audience;

focus on both overall structure and details when editing, including the ability to detect and correct inconsistencies, errors and ambiguities;

work and maintain a positive rapport with all levels of FCMAT and client personnel, including technical consultants;

manage multiple and varied projects with tight deadlines;

work independently, under pressure, to organize and prioritize workloads to keep several projects progressing to completion simultaneously with little or no direction;

produce electronic documentation and maintain website information.

Experience:

A minimum of two (2) years of experience in planning and creating documents in a shared workgroup environment, and a minimum of two (2) years of experience using word processing and desktop publishing programs are required.

Desirable experience includes knowledge of computer systems and customer support functions.

Two (2) or more years of experience in technical editing, layout, web, and design applications.

Two (2) or more years of experience working with print publishing systems.

Education:

Requires graduation from an accredited four-year college or university with a major in business, communications, journalism, technical writing, English or a related field.

Work experience resulting in an equivalent knowledge base may be substituted for the major requirement.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

11/16/15

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