

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
REVISED/APPROVED JULY 2021  
RANGE: 56.0  
CLASSIFIED  
CODE: NONE**

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

**DEFINITION**

Under the general supervision of the deputy executive officer, develop, organize, write, edit, and design technical and other formal and structured internal and external documents, digital media, and other work product to support the operations of the Fiscal Crisis and Management Assistance Team (FCMAT).

**EXAMPLES OF DUTIES**

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

guide administrative and field staff in writing procedures and standards including usage, syntax structure and grammar, and advise staff in producing clear, evidence-based reports, manuals, presentations and other documents;

develop and provide professional learning to chief business official preparation programs, FCMAT consultants, and FCMAT staff;

edit and develop required documents and media such as management reviews, manuals, requests for proposal (RFPs), scope of work, analyses and checklists, fiscal alerts, oversight and fiscal monitoring and other management letters, comprehensive reviews, annual reports, newsletters, brochures, flyers, professional learning materials, and website content;

work with professional education organizations to produce written materials for the field;

provide significant input on website development and improvements including design, wording, and both administrative and user interface and experience;

establish standards for content, writing, design and data graphics 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;

participate in formative discussions of the subject matter to be documented; make substantive comments and changes to reports and other FCMAT documents when appropriate, conduct research and checking the accuracy of information in a document against other sources; and create or obtain graphics, artwork and tables needed for complete documentation and data visualization;

conduct the final quality control check on reports and other FCMAT documents and media;

ensure that templates and originals of FCMAT documents are up to date and available to staff, consultants, and clients as needed;

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

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

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

seek 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, media, and other information on the organization's website and regularly check for timely and consistent content;

serve as a cooperative and contributing member of the FCMAT staff;

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 documents presentations and other media including protocols, policies, and procedures;

excellent computer skills including proficiency in the use of Microsoft Word, Excel, PowerPoint, SharePoint, Adobe Acrobat, and Adobe InDesign are essential, including the knowledge of how to use various programs, plug-ins and other technology resources in concert with one another;

proficiency in the use of HTML, Photoshop, Illustrator, a variety of web browsers, and 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 layperson English;

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

analyze, troubleshoot and optimize the functionality of the various complex software and templates used to produce FCMAT's documents and website;

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

work with and serve as a resource for FCMAT staff in improving writing and other communications;

build and maintain a positive rapport with all levels of FCMAT and client personnel, including technical consultants and staff at a variety of other education organizations;

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 documents, media, and maintain website information;

analyze website for efficiency and effective communication and user experience for both users and administrators; suggest improvements as needed.

Experience:

A minimum of two (2) years, five (5) preferred, of recent and in-depth experience in planning, creating and editing documents with and for others using word processing and desktop publishing programs are required.

A minimum of three (3) years of experience working with print publishing systems.

Recent and in-depth experience with Adobe InDesign and other Adobe products is preferred.

A minimum of two (2) years of experience in working with website design, editing, development or improvement is preferred.

A minimum, of two (2) years of experience that includes training and presenting information to other professionals is preferred.

Education:

Requires graduation from an accredited four-year college or university with a major in, 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: rn

7/1/2021

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