

INFORMATIONAL WRITER 1 and 2

GENERAL

This is responsible journalistic work in the writing of various materials designed to disseminate information on activities carried on in the Province. Considerable discussion occurs with the supervisor who generally decides what work is to be done and in what order. Within these guidelines the employee is free to write the material in his own way. This is checked by his superior before release for conformance to Departmental policy. The employee is generally hired at the 1 level but when sufficient experience and competence is achieved reclassification to the 2 level may take place. Supervision may be exercised over clerical or reproduction staffs.

TYPICAL DUTIES

Prepares special or routine press releases in the activity of the department or branch.

Plans, writes and supervises the printing of special pamphlets or departmental projects and writes and edits regular departmental publications.

Plans and writes radio scripts relating to departmental activities and arranges for radio presentation.

Meets with departmental officials and attends staff meetings for the purpose of discussing and securing information for presentation.

Prepares, plans for and supervises the construction of display exhibits.

Edits articles.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Working knowledge of journalistic principles and practices, and of the techniques of planning, composing and editing of publications involving the collecting and editing of information.

Ability to prepare interesting and informative news articles and press releases, and to write other materials for publication.

Ability to supervise related clerical procedures.

Education, Training and Experience

Graduation from a recognized university with specialization in education, English or journalism plus two years' experience in the field or Grade XII with five years' experience.

Physical Standards

Physically capable of performing the duties assigned.