

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 3776

INFORMATION SPECIALIST III

Abolished Effective February 10, 2006

DEFINITION

Conceive, develop, coordinate, and disseminate communications material. May lead other publications and/or media writers.

DISTINGUISHING CHARACTERISTICS

Positions in this class have responsibility for conceiving, writing, editing, and reviewing communications material of complex or highly technical nature, requiring considerable background knowledge. Work independently under general direction.

TYPICAL WORK

Maintain relations with campus, public, and private organizations to exchange information and promote communications programs;

Maintain liaison with administration to assure that professional ethics and the school's public information policies are observed;

Perform writing and editing duties relative to major communications project;

Review and edit communications material prepared by other information specialists or authors prior to publication;

Coordinate and arrange communications events such as press conferences, workshops, and seminars;

Determine and recommend appropriate communications media for dissemination of material;

May lead other writers and supervise clerical personnel;

May perform photographic duties;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Bachelor of Arts Degree in Communications, English, Journalism, or related field; AND four years of writing/editing experience. Additional full-time writing/editing experience may substitute, year-for-year, for educational requirements.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

Examination Requirements

A job element examination (including written, E & T and oral components) scored on the basis of job related experience, training, skill, ability, and other elements which are established through job analysis.

New Class: 2-7-73

Revise Class: 12-14-73

Revise MQ: 7-2-90