

Job Description and Standards of Performance

<u>Position Title:</u> Assistant City Editor	<u>Affiliation:</u> PNG
<u>Specialization:</u>	
<u>Department:</u> News	<u>Department #:</u>
<u>Date Updated:</u> 10/25/07	<u>Job Code #:</u> 42N069
<u>Updated by:</u> Porter	

Position Purpose/Objective:

Prepares content that effectively communicates with our audience, helping to direct the flow of text and non-text elements from their initial creation, to editing and to final formatting. Assures a timely and quality supply of freelance content. Assists with the operations of other news departments and news editors as assigned. Fills in for assigning editors as needed.

The importance of job duties is listed in descending order of priority, with the core duties listed first. Importance relates to the anticipated impact of that duty to the business, department, customer, and/or product.

Position Duties	Meets Expectations When:
Provides assistance to the News Department's editors and Managing Editor by giving guidance to reporters and other staff in areas assigned. CORE	Gives sound guidance to reporters and staff. Editors and the Managing Editor are kept informed of the status of assignments.
Finds, selects and coordinates freelance writers to create content for our audience; keeps track of freelance writers' contracts and payments, as assigned. CORE	Freelance content comes in regularly and is of good quality and is well edited. Also, contracts are kept up to date and abide by company policy.
Edits text and nontext elements, proofs pages. (CORE)	Materials are consistently accurate and free of spelling, grammatical and style errors. Important questions are answered and statements are properly attributed. Facts and math are checked and redundancies are eliminated. Libel and privacy problems are identified.
Writes text such as headlines, cutlines, summary decks, refers, nuggets. (CORE)	Written material is consistently accurate and free of errors. Headlines are clear, accurate and compelling. Summary decks are conversational and highlight key elements. Captions and other text elements are complete and avoid stating

Portland Press Herald
Est. 1862
Maine Sunday Telegram

	the obvious.
Designs pages and other layouts. (CORE)	Pages and layouts communicate news and information effectively and package the content conveniently. Design guidelines are followed, and often special touches and entry points are included. Nontext elements are used to enhance text.
Meets deadlines, works efficiently. (CORE)	All intermittent and final deadlines for content are met . Editor manages time and prioritizes work effectively. Time spent on tasks reflects difficulty of task and deadline priorities.
Knows how to use available technology in the course of the job. (SUPPORTING)	Editor learns systems and procedures thoroughly. Adopts new procedures and technology without delay and asks questions when necessary. Works to continuously develop technology skills.
Knows the news thoroughly. Keeps abreast of current events, reads paper daily. (SUPPORTING)	Editor applies knowledge of current events and issues to improve content.
Follows the Newsroom Policy Manual and the AP, Local and Design stylebooks, knows libel and privacy law. (SUPPORTING)	Editor shows a knowledge of our standards and other written guidelines in content production.
Other related duties as assigned.	

Required Education and/or Experience/Knowledge:

College degree or significant professional experience; previous experience at a daily newspaper.

Required Skills:

Extensive knowledge of language and grammar, spelling and punctuation; of design and typography; of geography, history and current events; of complex computer hardware and software; of precision and attention detail; and of the standards and practices of newspaper editing. An understanding and appreciation of the demands of ethical decision making. Strong working knowledge of company guidelines on working with contractors. Diplomacy.

This position reports to:

Various editors