

Job Description and Standards of Performance

<u>Position Title:</u> Editorial writer	<u>Affiliation:</u> PNG
<u>Specialization:</u>	
<u>Department:</u> News	<u>Department #:</u>
<u>Date Updated:</u> 4/30/07	<u>Updated by:</u> Porter
	<u>Job Code #:</u> 42N031

Position Purpose/Objective:

To produce opinion content for our audience in a way that reflects individual and institutional viewpoints and to assure a diversity of views are presented to our audience.

All core duties are listed before supporting duties. The relative importance of duties relates to the anticipated impact of that duty to the business, department, customer, and/or product.

Position Duties	Meets Expectations When:
Demonstrates strong information-gathering and reasoning skills for the development of editorials, paying close attention to news events. CORE	Opinions show ability to reach conclusions by sound consideration of information and not always from a fixed ideology. Editorials should track the news closely and deal with significant events in the lives of our audience.
Develops and presents ideas for discussion at daily editorial meetings. CORE	Ideas are well thought out and presented at meetings in a manner conducive to a quality discussion of the issues.
Writes editorials. CORE	Well-reasoned editorials are produced in a timely fashion and in sufficient volume to meet the department's needs. They are prepared for publication in the proper manner and contain appropriate headlines as well as photos and cutlines when applicable.
Writes regular columns. CORE	Columns express opinions that may not have been in editorials. They are produced in a timely fashion and prepared for publication in the proper manner with appropriate headlines and art.
Prepares op-ed content when assigned, choosing appropriate syndicated material and managing local op-ed submissions. Positions content in the proper location and provides proofs to the appropriate	Op-ed material is interesting and eclectic. Content presentation is attractive and lively, making good use of art. Work contains a minimum of errors and proofs are delivered in a timely fashion.

Portland Press Herald
EST. 1862
Maine Sunday Telegram

parties. CORE	
Meets regularly with the public, government officials, special interest representatives and candidates. SUPPORTING	As many viewpoints as possible are heard.
Uses available technology to support efforts as needed. SUPPORTING	Possesses adequate knowledge of all pertinent software/systems necessary to perform duties efficiently.
Other related duties as assigned. SUPPORTING	Additional duties are performed on time and in a satisfactory manner.

Required Education and/or Experience/Knowledge:

College degree and at least three years full-time experience at a daily news organization.

Required Skills:

Strong writing and lay out skills; ability to reason well; the intellect required to understand difficult problems. An understanding of and appreciation for the demands of ethical decision-making.

This position reports to:

Editorial Page Editor