

Job Description and Standards of Performance

<u>Position Title:</u> Reporter	<u>Affiliation:</u> PNG
<u>Department:</u> News	<u>Department #:</u>
<u>Date Updated:</u> 4/30/07	<u>Updated by:</u> Crider/Porter
	<u>Job Code #:</u> 42N050

Position Purpose/Objective:

To gather information through interviews and research and apply that work to the creation of text, as well as to assist in the development of other content that would be of interest to our audience. This is to be done with balance, accuracy and speed and with an eye toward informing, enlightening and entertaining.

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:
Reports and writes in a variety of styles as assigned, including , but not limited to news stories, features, narratives, first-person accounts, columns, briefs, captions and text within graphics and other visual presentations. CORE	Work is properly researched and well-written, with strong leads, incisive summary paragraphs, lively prose and information in the proper sequence; text is free of typographical, spelling and style errors; all work demonstrates knowledge of libel and privacy laws.
Generates ideas for stories and other content of interest to readers. CORE	A steady flow of ideas is produced that reflects knowledge of the assigned areas of coverage, audience interest and awareness of issues within the appropriate community; ideas not connected with the assigned areas of coverage are offered as well.
Covers beat or assigned area. CORE	Ideas for stories and other content reflect issues, trends and news makers within the assigned area of coverage; with an expectation that over time, the reporter will develop some expertise in his or her beat. Regular contact is maintained with news sources.
Meets assigned deadlines. CORE	Work is presented to the appropriate editor at the assigned time, allowing for efficient production of content.

Portland Press Herald
Est. 1862
Maine Sunday Telegram

Contributes ideas and information for content that enhances text. CORE	Writing is accompanied by appropriate recommendations for graphics, photos, charts and other visual and/or audio enhancements.
Uses available technology to support efforts as needed. SUPPORTING	Possesses adequate knowledge of all pertinent software/systems necessary to perform duties efficiently.
Maintains communication with members of our audience, colleagues, news sources and supervisors. SUPPORTING	Communication is effective and professional.
Stays aware of local, regional, national and international events. SUPPORTING	Work reflects knowledge of events outside Greater Portland.
Uses newsroom policy manual, AP stylebook and other guides and manuals as appropriate. SUPPORTING	Stories reflect our organization's policies and styles.
Demonstrates good organization and time management. SUPPORTING	Work is accomplished in an orderly and efficient manner.
Other related duties as assigned. SUPPORTING	Additional duties are performed on time and in a satisfactory manner.

Required Education and/or Experience/Knowledge:

A college degree or significant professional experience is required. At least one year of reporting experience at a daily news organization is desired. For reporters assigned to specialized beats, knowledge of the subject area or a clear capacity to learn about the subject is required. Valid driver's license, a reliable vehicle and proof of insurance required.

Required Skills:

Knowledge of journalism that includes an understanding of the sources and flow of news and information. Excellent reporting and writing skills; a good vocabulary; strong knowledge of spelling and grammar; persistence in the face of rejection; the ability to function well under intense time pressure; good time-management skills; an understanding of and appreciation for the demands of ethical decision-making.

This position reports to:

Assigning editors within the news department