

Job Description and Standards of Performance

<u>Position Title:</u> Sports Desk Slot	<u>Affiliation:</u> PNG
<i>Specialization:</i>	
<u>Department:</u> News	<u>Department #:</u>
<u>Date Updated:</u> 4/30/07	<u>Updated by:</u> Crider/Porter
	<u>Job Code #:</u> 42N072

Position Purpose/Objective:

To design the presentation for sports content and to coordinate the work of copy editors and clerks.

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:
Directs the work of the sports copy desk. The Sports Slot, working with the AME Sports,, selects content and determines its placement. CORE	Work is appropriately apportioned; deadlines are met.
Designs sports content presentations. Handles text and non-text elements. CORE	Presentation is attractive and newsy and conforms with style policies.
Meets copy flow and page deadlines. CORE	All deadlines are met.
Writes additional text for content items including headlines, captions, chatter and other text elements. CORE	Text elements are accurate, clear and compelling.
Evaluates the work of copy editors. CORE	Copy editors are given clear feedback on the quality of their work.
Reads or supervises the reading of proofs. CORE	Proofs are read to ensure accuracy and completeness.
Coordinates content by edition and publication time. CORE	Content is updated and appears in appropriate editions or at appropriate times.
Demonstrates knowledge of libel and privacy law, as well as stylebook. SUPPORTIVE	Editor shows familiarity with these issues.
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.

Portland Press Herald
Est. 1862
Maine Sunday Telegram

Required Education and/or Experience/Knowledge:

A bachelor's degree or significant professional experience is required, as is at least one year of experience with a daily news organization. In addition, familiarity with sports coverage is highly desirable.

Required Skills:

Strong writing and leadership skills; proficiency with electronic publishing; management skills. Has an understanding of and appreciation for the demands of ethical decision-making.

This position reports to:

AME/Sports