



OFFICE OF THE NASSAU COUNTY COMPTROLLER

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Technical Writer/Editor

TITLE: Technical Writer/Editor

The Nassau County Comptroller's Office oversees the County's \$3.9 billion budget for the County's 1.4 million residents to ensure that taxpayer dollars are used efficiently, ethically and with transparency.

GENERAL POSITION DESCRIPTION

The Office of the Nassau County Comptroller is seeking a Technical Writer/Editor who will work closely with our communications team and four divisions: Accounting, Vendor Claims, Payroll & Benefits and Field Audit to produce high quality reports, newsletters, web content and other written materials. The Technical Writer/Editor will work collaboratively with the leaders of each area to communicate about the Comptroller's activities and accomplishments for a variety of audiences.

Applicants should have an interest in governmental operations, finance, and economics and be a skilled writer, editor and researcher with a keen ability to interpret complex concepts and data.

RESPONSIBILITIES

1. Gain an understanding of the functions and operations of the Nassau County Comptroller's Office and translate complex financial and operational concepts into cogent, polished, and engaging content.
2. Serve as editor on a diverse range of Field Audit Reports.
3. Research, outline, write, and edit new and existing documents, working closely with the Director of Communications, the Deputy Comptrollers and leaders in Accounting, Vendor Claims, Payroll & Benefits and Field Audit.
4. Assist in the editing of Accounting reports including the Annual Comprehensive Financial Report, Popular Annual Financial Report, NYS Annual Update Document, Federal Single Audit Report, NYS DOT Program Report, Mid-Year Report and review of the next year's Budget and Multi-year Plan.
5. Develop external and internal messaging on important topics on behalf of the Comptroller.
6. Ensure that all communications are developed in a manner that is consistent with the tone and branding standards of the Comptroller's Office and Nassau County.
7. Maximize the power of written, spoken and visual images; articulate and illustrate complex ideas to convey the Comptroller's important work in ways that resonate with public audiences.
8. Assist in preparing addresses, introductions, and other written material, a process which includes researching, writing, editing and consulting, as well as developing and maintaining collegial relationships with peers in Nassau County government and associated agencies.
9. Proofread work of colleagues within the Comptroller's Office with a meticulous eye for detail.
10. Work discreetly on sensitive or delicate assignments, exercise sound editorial judgment and maintain the trust and confidence of the Comptroller.

REQUIREMENTS (Knowledge, Skills and Abilities)

1. Demonstrated experience as an effective technical writer.
2. Proven ability to quickly learn and understand complex topics.
3. Previous experience writing technical communications.
4. Superior written and verbal communication skills, with a keen eye for detail.
5. Experience working with various stakeholders to collect, produce and complete written assignments.
6. Demonstrated ability to discuss strategic communications advice with senior leadership, succinctly, effectively and persuasively.
7. Capacity to write effectively in a deadline-driven environment.
8. Demonstrated flexibility and adaptability, including a willingness to undertake both mundane and high-profile tasks with enthusiasm and energy.
9. Demonstrated ability to attend to both grammatical and factual details.
10. A collaborative mindset.
11. Experience with social media as a communications tool.
12. Ability to handle highly confidential information with an appropriate level of discretion, integrity and professional judgement, with sensitivity to both individual and organizational needs.
13. Support of the Comptroller's commitment to maintaining a diverse and inclusive environment.
14. Experience with Microsoft Word, Excel, Office and PowerPoint.
15. Ability to work night and weekend hours, when necessary.
16. Effective listening skills and the capacity to develop pointed questions as needed for production of superior communications.
17. Ability to develop collegial relationships with professional peers and throughout the relevant professional community.
18. Ability to efficiently multitask at a high level.
19. Maintain productivity in both quantity and quality of work and appropriately plan, organize and prioritize work, in order to maximize the resource utilization.

PHYSICAL REQUIREMENTS:

1. Ability to work with computers for long hours.
2. Evenings and weekend work are possible.

EDUCATIONAL/EXPERIENCE REQUIREMENTS:

1. Bachelor's degree in communications, public relations, journalism, English, public administration or equivalent is required. Design experience with Canva, PhotoShop or similar program would be a plus.
2. 5 years of related experience required.
3. Three samples of your work must be submitted with the application for this position.

TO APPLY: Submit a cover letter and resume to NCComptroller@nassaucountyny.gov

EOE/MFDV PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS, OR ANY OTHER NON-MERIT FACTOR