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# Example of Technical Lead-Technical Writer Job Description

Our company is hiring for a technical lead-technical writer. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for technical lead-technical writer

* With engineering, drives full-inclusion and transparency of user documentation into each product development plan
* Lead, prioritize and co-ordinate work with technical writers across multiple time zones
* Build documentation architecture that scales for contributors across multiple geographic sites
* Provide technical writing, from creation of project documentation, reports, milestone review support, communication planning, message design, stakeholder relations, and media relations in support of a federal agency
* Will be customer-facing applying broad technical skills, with deep industry knowledge and business acumen
* Will work directly with the customer to plan and execute communication strategies in support of multiple business transformation projects, including developing one-pagers and PowerPoint graphics
* Will write all customer messaging and coordinate leadership approvals, develop FAQs in support of projects to educate stakeholders and other affected parties
* Develop executive briefings, ensuring succinct delivery of subject matter and consistency with client’s brand/templates, prepare weekly highlights for upstream delivery to organization leadership, ensuring content is impact-oriented and delivered on deadline
* Write, edit, format and review a variety of technical documents to communicate clearly and effectively technical specifications and instructions to a wide range of audiences
* May coordinate the production and distribution of material

## Qualifications for technical lead-technical writer

* Ability to develop Technical Manuals
* Ability to organize technical date for briefings and presentations
* Understand and utilize government standards for technical manuals and other documentation
* 3.2.2.2- Software Sustainment & Enhancement, 3.2.2.4.4-Provide Technical Information & Support for Product Demonstration, 3.2.2.4.6-Prepare/Update Organizational Documentation
* Bachelor’s Degree is required, preferably with emphasis in Information Systems, Business, or English
* Well versed in SDLC phases and generally-accepted tasks and deliverables for each of the phases