

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Director, Public Affairs	<u>CLASS NUMBER:</u> 90102	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Board of Commissioners	<u>JOB TYPE:</u> Full Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N21	<u>POSITION CONTROL #:</u> 012000
<u>POSITION LOCATION:</u> 373 S. High St., 26 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> County Administrator (011000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Public Information Officer 2 (012003) Public Information Officer (012006)		

CLASSIFICATION PURPOSE:

The primary purpose of the Director, Public Affairs classification is to provide professional level work in managing media relations and media message for the Board of Commissioners and supervising department staff.

JOB DUTIES:

Provide professional level work in managing media relations and media message for the Board of Commissioners and supervising department staff. Manage media contacts and media campaigns. Respond to media inquiries and questions, including after-hours and weekend media requests. Submit story idea to a variety of media outlets. Network with media professionals. Serve as chief advisor to Commissioners in all media matters. Advise and counsels county officials and employees regarding media relations and interviews. Provide assistance and guidance regarding media contacts and interest, publication and image matters. Assist with complex problem solving and provides technical expertise.

Create speeches, talking points, press releases, marketing materials, newsletters, public service announcements and other correspondence and informational materials. Conduct research, gathers information, provides quotes and background information to create a concise and productive message for the media. Supervise, direct and evaluate assigned staff, processing employee concerns and problems, directing and assigning work, counseling, disciplining, and completing employee performance appraisals. Maintain regular and predictable attendance. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of management; supervision; public relations; agency policy and procedures; government structure and process; interviewing. Skill in word processing; equipment operations. Ability to define problems, collect data, establish facts and draw valid conclusions; complete routine forms; interview job applicants effectively; proofread technical material, recognize errors and make corrections; use proper research methods in gathering data; prepare and deliver speeches before specialized audiences and general public; originate and/or edit articles for publications; gather, collate and classify information about data, people or things; establish friendly atmosphere as supervisor of work unit; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor’s degree in communications, journalism, public relations or related field with seven (7) years of progressively responsible management experience in communications, journalism, public relations, or related field.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

Ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

UNUSUAL WORKING CONDITIONS:

This is an unclassified position that serves at the pleasure of the Board of Commissioners.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described

in the position description.

Employee Name

Employee Signature

Date