

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

<u>CLASSIFICATION TITLE:</u> Public Information Officer 1	<u>CLASS NUMBER:</u> 50111	<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> N15	<u>POSITION CONTROL #:</u> 012006
<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> Director, Public Affairs (012000)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Public Information Officer 1 classification is to provide information and support to various county departments as they prepare their project deadlines, marketing issues and communication documents.

JOB DUTIES:

Create press releases, marketing materials newsletters, public service announcements and other correspondence and informational material. Conduct research and gathers information. Design, prepare layout, write, proofread, edit and submit materials. Respond to public records requests. Write speeches for Commissioners and/or agency directors. Provide quotes and background information to assist with the creation of a concise and productive message for the media. Prepare research on the subject requested. Serve as producer and scriptwriter for on-air legislative sessions. Provide direction to staff for on-air session with Commissioners. Serve as liaison between the Commissioners and the community involving public events. Provide planning and implementation of quality production of public events and communications for the Commissioners. Coordinates charitable campaigns, special events, etc. Monitor media hits. Update website and portal. 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 public relations; human relations; agency policy and procedures; government structure and process; interviewing. Skill in word processing; equipment operations. Ability to carry out detailed but basic written or oral instructions; carry out instruction in written, oral or picture form; deal with problems involving several variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; copy material accurately and recognize grammatical and spelling errors; prepare meaningful, concise and accurate reports; proofread technical materials, recognize errors and make corrections; use proper research methods in gathering data; originate and/or edit articles for publication; gather collate and classify information about data, people or things; 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 three (3) years of communications, journalism, public relations, or related experience.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

None required.

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