

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

<u>CLASSIFICATION TITLE:</u> Public Information Officer 2	<u>CLASS NUMBER:</u> 50112	<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> N16	<u>POSITION CONTROL #:</u> 012003
<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 2 classification is to provide experienced direction to various county departments by monitoring workflows to meet project deadlines and to provide support as they prepare marketing and communication documents and strategies.

JOB DUTIES:

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. Conduct research on the subject requested. Serve as liaison to Board of Commissioners agencies as well as to other county agencies, as delegated by the Director of Public Affairs. Conduct public records requests. Supervise staff and oversee the operations of the department in the director’s absence or as assigned.

Create press releases, marketing materials newsletters, public announcements and other correspondence and informational material. Conduct research and gather information. Design, layout, proofread and submit materials. Respond to media inquiries and questions, including after-hours and weekend media requests. Submit story ideas to a variety of media. Network with other media professionals. Appear as department designee at various meetings and functions in the director’s absence or as delegated by the director.

Provide planning and implementation for quality productions of public events and communications for the commissioners. Coordinate charitable campaigns, special events, etc. Monitor media hits. Monitor and update the Board of Commissioners’ social media, website, and portal. Serve as producer and script writer for on-air legislative sessions. Serve as liaison between the commissioners and the community involving public events. 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 supervision; public relations; human relations; agency policies and procedures; government structure and process. Skill in equipment operation. Ability to carry out detailed but basic written or oral instructions; carry out instructions in written, oral or picture form; define problems, collect data, establish facts and draw valid conclusions; cooperate with coworkers on group projects; copy records precisely without error; copy material accurately and recognize grammatical and spelling errors; maintain accurate records; originate routine business letters reflecting standard procedures; prepare meaningful, concise and accurate records; 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, and things; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor’s degree in communications, journalism, public relations or related field with five (5) years of communications, journalism, public relations, or related experience; or any equivalent combination of training and 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