

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

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| <u>CLASSIFICATION TITLE:</u> Public Outreach Officer | <u>CLASS NUMBER:</u> 50113 | <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> 012004 |
| <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 Outreach Officer will be to provide direction and expertise to various county departments as they engage in marketing and communications and to support general Board of Commissioners Public Affairs needs.

JOB DUTIES:

Proactively work to tell the stories of the mission, objectives, initiatives, and achievements of Board of Commissioner agencies. Methods may include pitching stories of interest to local media outlets, creating video segments to be shared through other channels, targeted social media, press releases, special events, and making special arrangements for reporters to cover these departments.

Work at the direction of the Director of Public Affairs to support general Board of Commissioners’ Public Affairs efforts, including, but not limited to, writing press releases, speeches or letters, conducting research, creating marketing materials, helping to plan or staff commissioners at events, coordinating charitable campaigns, monitoring media, updating the commissioners’ website, or responding to media inquiries, including after-hours and weekend media requests. Network and maintain good relationships with other media professionals and serve as the department designee at various meetings and functions in the director’s absence. 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 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:

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 five (5) 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