

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

<b><u>CLASSIFICATION TITLE:</u></b> Public Information Officer 1	<b><u>CLASS NUMBER:</u></b> 50111	<b><u>FLSA:</u></b> Exempt
<b><u>AGENCY/DIVISION:</u></b> Child Support Enforcement Agency	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 180
<b><u>BARGAINING UNIT:</u></b> Non-Bargaining	<b><u>PAY GRADE:</u></b> N15	<b><u>POSITION CONTROL #:</u></b> 080274
<b><u>POSITION LOCATION:</u></b> 80 E. Fulton Street, Columbus, Ohio 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Grants Administrator (080162)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**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:**

Represent department or agency when working with offices of elected officials at the county, state, and federal levels. Assist the Grants Administrator in the development and maintaining of agency community partnerships, including promotion of community events that would benefit child support participants. Work with the Grants Administrator on the planning, development, design, and administration of the overall public information program for the agency including educational programming on social media platforms, live events, special events, customer literature materials, posters, flyers and event signage. Instrumental in set up, preparation and media involvement for agency activities and media interaction. Identify customers and success stories for the use of media personnel. Research/gather information for data collection purposes. Write, edit, proofread and copy edits documents for online presentation and print publications. Coordinate/review Agency web site content to ensure accuracy and timeliness of information/images. Provide desktop publishing, layout, design, typeset and camera-ready/print-ready copy of agency print materials. Develop, prepare, proof, and issue news releases, update and verify the accuracy of information that is on the agency website. Develop and maintain an agency social media presence on multiple platforms. Keep the public informed of the agency’s operations, services offered and projects. Ensure all internal stakeholders are kept informed of emergent situations and public relations events. Utilize personal computers and programs, various mobile devices, and media platforms to communicate with internal and external stakeholders.

Work with other Integrated HHS Communication leads on informational and promotional events. Assist in coordinating Integrated HHS workgroups. Serve on committees/task forces and prepare media releases. Must provide transportation to and from agency and community events. Coordinate speaking engagements and attend speaking events/community events as an agency representative. Utilize social and multi-media applications to promote agency programs and services. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all 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**

Must meet background check requirements.

**Supervisory Responsibilities**

None required.

**UNUSUAL WORKING CONDITIONS:**

N/A

**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