

**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> Department of Human Resources	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N15	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 373 S. High Street 25th floor Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Director. (60001)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> n/a		

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. Prepare and present information regarding agency administered programs to internal and external stakeholders. Work with Director to plan and implement marketing and communications plans for agency programs. Coordinate special events and activities. Instrumental in set up, preparation and media involvement for agency activities and media interaction. Identify customers and success stories for the use of Department and County Administrators. Research/gather information for data collection purposes. Write, edit, proofread and copy edits documents for online presentation and print publications. Coordinate/review Web site content to ensure accuracy and timeliness of information/images. Manage annual agency Combined Charitable and Operation Feed Campaigns. Prepare letters in response to customer, community, government or other agencies requesting public assistance information. Provide graphics and marketing assistance to agency personnel. Provide desktop publishing, layout, design, graphics, text, artwork and camera-ready/print-ready copy of agency print and virtual materials.

Work closely with vendors to request quotes and place orders. Generate purchase order requests. Serve on committees/task forces and prepare internal and external documents and media releases as needed. Must provide transportation to and from agency and community events. Responsible for submitting proper invoices to fiscal department. Coordinate speaking engagements and attend speaking events/community events as an agency representative. Compile data and respond to public inquiries. Utilize social media applications to promote agency programs and services. This position requires regular and consistent on-site 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; supervision; human relations; agency policy and procedures; interviewing. Skill in word processing; equipment operations. Ability to deal with variety of variables in somewhat unfamiliar context; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; copy material accurately and recognize grammatical and spelling errors; 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. Occasional attendance at events outside normal business hours.

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