

**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> Department of Job & Family Services	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N16	<u>POSITION CONTROL #:</u> 930068
<u>POSITION LOCATION:</u> 1721 Northland Park Ave., Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Deputy Director, Communications (PCN 930065)
<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:

Draft press releases, speeches, memorandums, reports, and Web content. Create and curate a wide array of digital content and social media content including videos, informational graphics, community calendars, and newsletters. Monitor and update agency website, social media assets, and collaboration platforms. Design, layout, and proof-read informational resources, collateral, and marketing. Respond to media and resident inquiries and questions, including after-hours and weekends. Submit story ideas to a variety of media. Provide quotes and background information to assist with the creation of a concise and productive message for the media. Provide planning and implementation for quality productions of public and virtual events including press conferences. Network with other media professionals. Conduct research and assist in fulfilling public records requests. Serve as liaison to Board of Commissioners agencies as well as to other county agencies and the community, as delegated by the Deputy Director of Communications. Conduct public records requests.

Appear as department designee at various meetings and functions in the Deputy Director’s absence or as delegated by the Deputy Director. Supervise staff and oversee the operations of the department in the Deputy Director’s absence or as assigned.

Coordinate charitable campaigns, special events, etc. 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; copy records precisely without error; copy material accurately and recognize grammatical and spelling errors; maintain accurate records; originate routine business letters reflecting standard procedures; 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; cooperate with co-workers on group tasks; 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

N/A

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