



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

<u>CLASSIFICATION TITLE:</u> Public Information Officer Working title: Equity Communication Officer	<u>CLASS NUMBER:</u> 50112	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Diversity, Equity, and Inclusion	<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> 020043
<u>POSITION LOCATION:</u> 373 S. High St., 25 th FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Chief Economic Equity and Inclusion Officer (020011)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Public Information Officer classification is to provide support to the Office of Diversity, Equity, and Inclusion with communication needs and provide information to various county departments as they prepare project deadlines, marketing issues and communication documents

JOB DUTIES:

Provide information and education to county agencies and community partners through print, social media, and other forms of communications on the resources, education materials, and services that the Office of Diversity, Equity, and Inclusion provides. Assist in the coordination of job fairs, expos, exhibits and conferences and serve on committees and focus groups as needed. Create and develop newsletters, guest columns, social media posts. Prepare and provide information about the agency’s activities by responding to written inquiries and telephone calls. 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. Create digital content, including video and information graphics and facilitate virtual engagement opportunities. Design, layout, proofread, and submit materials. Monitor media hits. Monitor and update the social media, website, and portal

Support all agency community outreach efforts through the distribution of public relations materials (posters, brochures, flyer etc.). Maintain and develop strategic partnerships for collaborative opportunities with community partners and Franklin County agencies. Create promotional information and materials (e.g., flyers, yard signs, buttons, car decals, brochures, multimedia presentations, etc.). Oversee quantities of printed materials and their delivery and/or retrieval by community or local organizations. Prepare mass mailings and provide the artwork and design for news articles and guest columns. Maintain printing of promotional reference materials, documents, files, and multimedia presentations. Complete workshop registrations and update training materials. Represent the agency in an informational and/or liaison capacity. 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 employee training and development; public relations; agency policies and procedures. Skill in word processing and equipment operation. Ability to originate and/or edit articles for publication; gather, collate and classify information about data, people or things; handle sensitive inquiries from and contact with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Bachelor’s degree in public relations, communications or closely related field with six (6) months experience in public relations, public information or communications functions; or any equivalent combination of training and experience.

Additional Requirements

No special license or certification is required.

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

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the county will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Effective Date: _____