

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

<b><u>CLASSIFICATION TITLE:</u></b> Communications Assistant	<b><u>CLASS NUMBER:</u></b> 50105	<b><u>FLSA:</u></b> Non-Exempt
<b><u>AGENCY/DIVISION:</u></b> Office on Aging	<b><u>JOB TYPE:</u></b> Full Time, Classified	<b><u>PROBATION PERIOD:</u></b> 120
<b><u>BARGAINING UNIT:</u></b> AFSCME	<b><u>PAY GRADE:</u></b> A9	<b><u>POSITION CONTROL #:</u></b> 111401
<b><u>POSITION LOCATION:</u></b> 280 E. Broad St., 3rd FL., Columbus, OH 43215	<b><u>TYPICAL WORK SCHEDULE:</u></b> Monday – Friday 8:00 AM – 5:00 PM	<b><u>SUPERVISOR (PCN):</u></b> Communications Manager (111400)
<b><u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u></b>		

**CLASSIFICATION PURPOSE:**

The primary purpose of the Communications Assistant classification is to educate and provide information to older adults, their families and the media about the county’s aging programs, resources and services.

**JOB DUTIES:**

Provide information and education to families and the media on the resources and services that the Office on Aging provides to the elderly. Coordinate job fairs, expos, exhibits and conferences and serve on committees and focus groups as needed. Create and develop news releases, news stories and guest columns. Prepare and provide information about the agency’s activities by responding to written inquiries and telephone calls.

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