

**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> Office on Aging	<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> 110020
<u>POSITION LOCATION:</u> 280 E. Broad St., 3rd FL., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Deputy Director, Communications (110106)
<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:

Write speeches for agency directors. 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. Serve as liaison to Board of Commissioners agencies as well as to other county agencies, as delegated by the Director. Conduct public records requests.

Create press releases, marketing materials newsletters, public announcements and other correspondence and informational material. Conduct research and gather information. Create digital content, including video and information graphics and facilitate virtual engagement opportunities. Design, layout, proofread, and submit materials. Respond to media inquiries and questions, including after-hours and weekend media requests. Submit story ideas to a variety of media. Network with other media professionals. Appear as department designee at various meetings and functions in the director’s absence or as delegated by the Director.

Provide planning and implementation for quality productions of public events and communications. Coordinate charitable campaigns, special events, etc. Monitor media hits. Monitor and update the social media, website, and portal. Serve as producer and script writer for on-air legislative sessions. Serve as liaison between the commissioners and the community involving public events. 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 supervision; 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 reports; 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

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems.

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