POSITION DESCRIPTION

AGENCY/DEPT ID DAS DAS101200		
DIVISION OR INSTITUTION **Administrative Support**	UNIT OR OFFICE **Office of Communications**	COUNTY OF EMPLOYMENT **FRANKLIN**

POSITION NUMBER **20005719**

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Public Information Officer 2 / Sr. Communications & Media Specialist

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent

☐ Classified ☒ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22
PR -13

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: **8:00 AM** TO: **5:00 PM**

JOB TITLE **Public Information Officer 2**

JOB CODE **64422** HPS 7-19-13 ucz

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	Under the direction of the Department of Administrative Services (DAS) Director of the Office of Communications: plans, administers and manages the development and implementation of agency media, public relations/communications strategies relating to specific programs, topical issues, an educational efforts to increase awareness of DAS and its services to the State of Ohio; assists with the coordination of both internal and external communications efforts; coordinates key communications correspondence for department and director. As assigned, serves as spokesperson for Director with designated contacts and the media, and in the absence of the Communications Director; Participates as communications liaison with assigned departments, agencies, programs and issues; supervises lower-level staff (e.g., provides work direction, approves/disapproves leave, evaluations performance, etc.). Advises and consults with the development of agency written and electronic materials, including reports, announcements, materials for the Internet and intranet; researches, writes, edits and proofs news releases and other DAS publications, reports and informational materials (e.g., fact sheets, brochures, educational and program materials, newsletters, talking points, speeches) for use in a variety of forums, including DAS website and social media; work with agency graphic designer and others on publication and web development; coordinates agency survey data. Maintains current databases for the DAS Office of Communications and serves as lead on the dissemination of information; coordinates the distribution of releases and advisories for State of Ohio and agency outreach; posts information to agency websites.	**Knowledge of** (1) journalism and/or public relations practices; (2) DAS administrative rules, policies and procedures.*; (3) public relations; (4) English composition & grammar; (5) supervision. **Skill in** (6) operation of personal computer & associated hardware/software (e.g., Microsoft Office and PowerPoint). **Ability to** (7) interpret extensive variety of information and determine specific course of action; (8) use proper research methods in gathering data; (9) have excellent written and oral communication skills. Completion of undergraduate program in journalism, communications/marketing, public relations related field.
25	Assists with the oversight, management of the benefits communications program; Participates in planning and execution of benefits communication program.	*Developed after employment.
10	Perform other duties as assigned.	

List Position Numbers & Job Titles of Positions Directly Supervised:

SEE TABLE OF ORGANIZATION

SIGNATURE OF AGENCY REPRESENTATIVE: Beth A. Grafarcaro

DATE: 7-15-13