

# POSITION DESCRIPTION

AGENCY/DEPT ID  
Administrative Services  
DAS101200

DIVISION OR INSTITUTION  
Administrative Support

UNIT OR OFFICE  
Office of Communication

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005845

Reclassification

New Position

Update

Position Hyperlinked to

Agency Organizational Tree

USUAL WORKING TITLE OF POSITION  
Public Information Officer 1

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
20072119 Deputy Director 4 (Director of Public Affairs)

Permanent  
 Temporary  
 Intermittent

Classified  
 Unclassified

Overtime:  Eligible  Exempt

Bargaining Unit 22  
PR 11

If FLSA Exempt, exemption type:

Page 1 of 1

NORMAL WORKING HOURS (Explain unusual or rotating shift):  
FROM: 8:30 am TO: 5:30 pm

## JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	On behalf of the Department of Administrative Services (DAS) Office of Communications & under direction of the Director of Public: researches, designs, writes, & edits data for use in department publications for Benefits Administration; develops various forms of print & non-print communication documents (e.g., newsletters, letters, bulletins, brochures); designs graphics for publications; ensures that branding & quality assurance is maintained within document development process; utilizes multi-media communication mediums & techniques; prepares executive summaries & makes recommendations on alternative communication approaches to enhance efficiencies; enters, edits, & retrieves data &/or produces data/documents; during open enrollment period drafts benefits & open enrollment materials (e.g., benefits books, open enrollment materials, total compensation statement); prepares & distributes correspondence on behalf of Director of Public Affairs; prepares instructional materials for meetings & training sessions.	Knowledge of: (1) business administration; (2) agency & state government policies & procedures*; (3) operations research techniques; (4) public relations; (5) English composition & grammar. Skill in: (6) operation of personal computer & associated hardware/software (e.g., MS Word & Excel); (7) graphics creation, page layout & web site design. Ability to: (8) deal with many variables & determine specific course of action; (9) use proper research methods in gathering data; (10) gather, collate & classify information about data, people or things; (11) draft & edit administrative policies, procedures, informational booklets & directives.
25	Develops surveys & other data collection forms; uses forms to facilitate data collection initiatives which evaluate employee satisfaction, vendor performance & project performance; conducts market, industry & trend data research; conducts peer state research & industry competitive intelligence to develop peer state, city, county & private sector comparative documentation; analyzes collected data; utilizes analytical results to develop user-friendly, meaningful summary reports.	Knowledge of: 2*, 3, 4, 5. Skill in: 6, 7. Ability to: 8, 9, 10, 11, (12) update & maintain Web sites.
15	Performs other related duties as assigned; manages open enrollment timelines; works with vendors to ensure deadlines are met; coordinates open enrollment fairs & other educational forums including annual conference; facilitates Web site development; attends meetings; facilitates presentations; facilitates written, graphic & event communications.	Knowledge of: 2*, 3, 4, 5. Skill in: 6, 7. Ability to: 8, 9, 10, 12, (13) prepare clear & accurate reports.

\*developed after employment

JOB CODE  
64421  
JOB TITLE  
Public Information Officer 1  
APD 3/25/11 VAS

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Peter W. [Signature]*

3/4/11