POSITION DESCRIPTION

AGENCY/DEPT ID
Administrative Services
DAS101200

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Office of Communication	Franklin

POSITION NUMBER 20005845

JOB TITLE Public Information Officer 1

JOB CODE 64421 AAD 12-3-12 VB

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Public Information Officer 1	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 11 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
50	On behalf of the Department of Administrative Services (DAS), Office of Communications and External Relations, researches, writes and edits content for use in publications for DAS programs; develops various forms of print and electronic communication documents (e.g., newsletters, letters, bulletins, brochures, talking points); ensures that branding and quality assurance is maintained within document development process; utilizes multi-media communication mediums and techniques; prepares executive summaries and makes recommendations on alternative communication approaches to enhance efficiencies; enters, edits and retrieves data and/or produces data/documents; prepares and distributes correspondence on behalf of DAS; prepares instructional materials for meetings and training sessions.	Knowledge of: (1) agency and state government policies and procedures*; (2) operations research techniques; (3) public relations; (4) English composition and grammar; (5) Associated Press style guidelines; (6) marketing and branding principles; (7) layout and design principles. Skill in: (8) newswriting; (9) operation of personal computer and associated hardware/software (e.g., MS Word and Excel). Ability to: (10) deal with many variables and determine specific course of action; (11) use proper research methods in gathering data; (12) gather, collate and classify information about data, people or things; (13) draft and edit administrative policies, procedures, informational booklets and directives.
45	Performs other related duties as assigned; facilitates DAS website development and upkeep; facilitates presentations and special events; performs voice-over recordings; oversees office email account; represent the Administrative Support Division on joint ventures with other divisions and agencies.	Knowledge of: 1*, 2, 3, 4, 5, 6, 7. Skill in: 8, 9. Ability to: 10, 11, 12, 13.
5	Develops surveys and other data collection forms; uses forms to facilitate data collection initiatives which evaluate employee satisfaction, vendor performance and project performance; conducts market, industry and trend data research; conducts peer state research and industry competitive intelligence to develop peer state, city, county and private sector comparative documentation; analyzes collected data; utilizes analytical results to develop user-friendly, meaningful summary reports.	Knowledge of: 1*, 2, 3, 4, 5, 6, 7. Skill in: 8, 9. Ability to: 10, 11, 12, 13, (14) prepare clear and accurate reports. *Developed after employment.

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
	Beth Greenforcaio	11-20-12