

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Information Resources

POSITION CONTROL NUMBER
22410.0

CLASS TITLE
Public Information Officer

CLASS NUMBER
64421

APD 4-5-05 me

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Public Information Officer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
26000.0 HR Manager 4

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
50	<p>Plans & directs Governor's Employee Recognition Program: creates start-up packets & works with liaisons to assist in setting up agency-level programs; coordinates selection of statewide winners from pool of agency winners; design, creates, obtains signatures & distributes certificates. Manages program; monitors & encourages growth in number of agencies with programs; generates reports; schedule photo opportunity sessions with Governor for statewide winners. Serves as Governor's & DAS Director's staffer (e.g., prepares meeting room, coordinates sound systems, seating, lighting, staging, audiovisual equipment; greets Governor, cabinet members, DAS Director & other distinguished guests; escorts them to assigned places & provides agendas/talking points) at special recognition & agency events (HR Roundtable, HR University, OCPM, National Employee Health & Fitness Day). Develops, prepares, types, proofs & issues news releases, flyers, posters & announcements, writes, types, edits, & performs lay-out work on publications articles &/or newsletters.</p>	<p>Knowledge of (1) public relations, (2) journalism, (3) communication, (4) event management, (5) government structure & process*, (6) agency policies & procedures*. Skill in (7) operation of personal computer & associated software (e.g., MS Office, PowerPoint). Ability to (8) coordinate multiple functions under tight deadlines; (9) manage multiple tasks simultaneously, (10) define problems, collect data, establish facts & draw valid conclusions, (11) prepare & deliver speeches, (12) gather, collate & classify information about data, people & things; (13) interact with high-level government officials effectively, (14) handle inquiries from & contact with employees, officials & general public, (15) prepare meaningful, concise & accurate reports.</p>
25	<p>Provides information & coordination for Ohio Combines Charitable Campaign (CCC): acts as liaison between Department of Administrative Services (DAS) & CCC Steering Committee & public Relations Committee; manages activities of CCC trainings, kick-off rallies, leadership receptions & appreciation luncheons; assists CCC co-chairs in developing & preparing agendas, program, briefing documents, fliers & promotional materials; writes articles; schedules speakers, facilities & security at CCC events; participates in plans for upcoming statewide CCC Campaign; services on Steering Committee, Public Relations Committee & Policies & Procedure Sub-committee; chairs CCC Application Review Sub-Committee; develops timelines, program material & review finances. Conducts research, drafts & prepares confidential reports.</p>	<p>Knowledge of 1, 3, 4, 5, 6*, (16) CCC procedures*. Skill in 7 Ability to 8, 9, 10, 11, 12, 13, 14, 15.</p> <p>*developed after employment</p>

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Eileen T. Mason

02.24.05

POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY
Department of Administrative Services

DIVISION OR INSTITUTION
Human Resources

UNIT OR OFFICE
Information Resources

POSITION CONTROL NUMBER
22410.0

CLASS TITLE
Public Information Officer

CLASS NUMBER
64421

State Agency County Agency New Position Change

County of Employment
Franklin

USUAL WORKING TITLE OF POSITION
Public Information Officer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
26000.0 HR Manager 4

NORMAL WORKING HOURS (Explain unusual or rotating shift)
8:00 a.m. - 5:00 p.m.

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
15	Serves as public information liaison for Healthy Ohioans program: schedule committee meetings; coordinates events (e.g., National Health & Fitness Day) between DAS, Department of Health & Governor's Office. Participates in development of strategy, marketing campaign & budget development; schedules event location; coordinates details of event (e.g., staging, contracts, city permits, grounds keepers, sound, caterers). Manages logistics of event including agency teams & business teams.	Knowledge of 1, 3, 4, 5*, 6*. Skill in 7 Ability to 8, 9, 10, 11, 12, 13, 14, 15.
10	Assists section staff with special projects & events as needed (e.g., HRD employee newsletters, brochures, annual reports & procedure manuals). Coordinates distribution of flyers & promotional materials on special offers made to state employees through public information offices.	Knowledge of 1, 3, 4, 5*, 6*. Skill in 7. Ability to 8, 9, 10, 11, 12, 13, 14, 15. *developed after employment

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

Ellen ...

02.24.05

APD 4-5-05 JMC