

POSITION DESCRIPTION

DEPT ID/BUDGET CODE BWC200100

Class #: 64421

Title: Public Information Officer 1

PN:20067771

DIVISION
Public Policy & Strategy

DEPARTMENT / WORK UNIT
Communications

COUNTY OF EMPLOYMENT
Franklin

New Position Update Reclassification (note previous class here)

Position [hyperlinked](#) to org tree?

WORKING TITLE OF POSITION
Public Information Officer

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
(see org tree)

Permanent
 Temporary
 Intermittent

Classified
 Unclassified

FLSA status: OT Eligible OT Exempt

Bargaining Unit: 11

If OT Exempt, exemption type(s):
 Exec Admin Prof High Comp

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NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00am TO: 5:00pm

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	<p>Works under general supervision of the communication manager and serves as the communications department's consultant/liaison to the specific divisions/departments as assigned Attend division management meetings. Develop key contacts within division. Develop written communication plans for these divisions based on goals on their goals for marketing new/improved programs, etc .Serve as a key communicators for internal events; Recommend/suggest ways to better market and communicate programs and services. Plans overall program (e.g. researches and writes articles, pamphlets, brochures, etc) for each division reviews editorial content of publications (e.g. grammar, tone, validity, and relativity); develops and presents information and educational programs, materials (e.g. information researched by staff regarding issues for publication and speeches); contributes articles for BWC Web.</p>	<p>Knowledge of journalism, public relations, human relations, budgeting, management, manpower planning, research methods, BWC policies & procedures, publications, writing techniques. Skill in operating personal computer. Ability to deal with many variables & determine specific action, add, subtract, multiply & divide whole numbers, copy material accurately & recognize grammatical & spelling errors, complete routine forms, maintain accurate records, understand manuals & verbal instructions, technical in nature, prepare meaningful concise & accurate reports, proofread technical materials, recognize errors & make corrections, use proper research methods in gathering data, prepare & deliver speeches before specialized audiences & general public, originate &/or edit articles for publications, gather, collate & classify information about data, people or things, work alone on most tasks, handle sensitive inquiries from & contacts with officials & general public.</p>
30	<p>Advise and consult with various management staff regarding public relations aspects (e.g. advises and consults with management regarding such issues as marketing division services, what groups to target).</p> <p>Serve as resource person for information on positive public presentation of agency programs and activities (e.g. provides information researched by staff relative a department/division or specific project).</p> <p>Answer questions generated by articles published by division. Respond to written and /or telephone requests for speeches and/or presentations (provides accurate, professionally written copy to use for speeches and presentations).</p>	<p>Same as above</p>
10	<p>Provides assistance with communications role in maintaining www.bwc.ohio.com content and social media content. Provide editorial support for conferences; evaluates development, preparation and dissemination of publications; performs other related duties as required (e.g. sits on BWC committees to coordinate S&H services in marketing and communication efforts); recommends change in quantity of publications based on customer usage and/or demand, inventory and distribution methods.</p> <p>Perform other administrative duties as needed (e.g., responds to questions and correspondence regarding BWC publications and services). Travels to attend conferences and seminars to keep current on communications processes, technology, etc.</p>	<p>Same as above plus</p> <p>(*) Developed after employment.</p> <p>POSITION REQUIRES TRAVEL; THEREFORE, PERSONS OCCUPYING THIS POSITION MUST BE ABLE TO PROVIDE OWN TRANSPORTATION &/OR LEGALLY OPERATE A STATE-OWNED VEHICLE.</p> <p>THIS POSITION IS O.T. EXEMPT.</p>

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

02/24/2021