

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV73741
Job Class Code:	560	Salary Schedule:	AREG
EEO Category:	02	Grade:	18
Workers Comp Code:	9410		

Job Code Established:	05/11/73	Effective Date:	
Job Code Revised:	10/01/98	Effective Date:	

JOB CODE SERIES: Public Information and Industrial Services Series

JOB CODE TITLE: PUBLIC INFORMATION OFFICER I

HRIS TITLE: PUB INFO OFFICER I

CHARACTERISTICS OF THE CLASS: Under general supervision, is responsible for work of average difficulty in public relations, publications and public education work for an agency of limited scope or a unit of an agency of broad scope; and performs related work as required.

EXAMPLES OF DUTIES: Writes, edits, designs, proofs, prints or coordinates printing; distributes and promotes distribution of departmental publications and educational material; designs format for major publications, edits photographs to be used for publication; research news media for news releases concerning the groups, community organizations and educators and advises them of events and programs of interest; edits and publishes booklets, magazines, brochures, magazine articles and educational materials; prepares and gives speeches before interested groups; takes and edits photographs and moving pictures; recruits, selects and trains volunteer assistants; recruits and arranges public appearances by experts in the field of the agency's activities; conducts tours for visitors; may prepare original art work such as maps or illustrations for publication and general distribution.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and practices of journalism, public relations, advertising and mass communications as applied to public information.

Skill/Ability in oral and written expression; deal effectively with the public and to speak in public.