

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV73742
Job Class Code:	560	Salary Schedule:	ASRRPIO
EEO Category:	02	Grade:	20
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

JOB CODE TITLE: PUBLIC INFORMATION OFFICER II

HRIS TITLE: PUB INFO OFFICER II

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 or institution of moderate scope; supervises preparation of news releases, publications and educational materials; and performs related work as required.

EXAMPLES OF DUTIES: Supervises and directs the publicity, educational, and information programs of an agency or institution, including the editing of material for daily or weekly press, periodicals and magazines, radio and television, and education and training use; directs the writing, editing, layout and reproduction of booklets, pamphlets, brochures, notices, annual reports and other materials of general interest; researches, outlines and prepares speeches; may deliver speeches to interested groups and appear on radio and television; furnishes information and photographs regarding the agency or institution to the news media and interested groups upon request; supervises the maintenance of picture and information files; takes photographs, movies and tape recordings of special activities of agency or institution; produces news, public service and educational programs for radio and television; recruits and arranges public appearance for experts in the agencies' field of activity; arranges tours for visitors; assists in conference or convention arrangements.

KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of journalism, public relations, advertising and mass communications as they apply to departmental public information functions.

Skill/Ability to develop and provide an agency with a public information program; written and oral expression.