



**Administrative Services
Public Information Officer**

POSITION DESCRIPTION

Title: Public Information Officer

Classification/Salary Range: Public Information Officer / GSAM Range 21

Division/Work Group: Administrative Services / PPB

Reports To: Finance and Budget Manager

FLSA Status: Exempt, not eligible for overtime

Representation: Confidential, not represented

Position Location: Park Place Building, 859 Willamette Street, Eugene, OR, or other locations as needed

Position Purpose

Position Purpose: The purpose of this position is to serve as chief communications strategist for the agency and its directors, departments, programs, and other units.

Note: Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position.

Position Essential Functions

Primary function is to serve as chief communications strategist for the agency and its directors, departments, programs, and other units.

Working with the Executive Director, Divisions Directors, Program Managers, and other agency leaders, oversees LCOG's public information and public engagement strategies.

Assists Executive Director, Divisions Directors, Program Managers, and other leaders in crafting communications for external and internal audiences.

Develops content strategies.

Monitors, creates, and updates content for LCOG's social media platforms, visual and virtual identity, and brand. Manages and updates Web content.

Handles media relations and advises LCOG leaders on media strategies. Distributes information to and through the media. Develops positive relationships with the media.

Serves as agency's Public Records Officer and handles Public Records Requests.

Assists the Human Resources Department in bargaining, including communications, producing materials, developing content strategies. Responsible for administrative procurement cards and maintaining accurate forms.

Responsible for production of agency meeting packets.

Processes purchase orders.

Verifies daily deposit for accuracy. Makes copies of all checks and/or cash receipts; makes daily deposit for all cash and checks received.

Responsible for ordering and scheduling delivery or pickup of catering, as needed for meetings.

Maintains and updates files, records, and logs on computerized and manual record keeping systems.

Coordinates Minutes Recorder program.

Assists with the Flash Alert system and other emergency situations.

Assists in coordinating programs and/or projects as directed.

Completes research projects as assigned.

Schedules appointments and meetings and reserves conference rooms as requested. Maintains accurate email lists.

Creates, compiles, and distributes forms, correspondence, reports, contracts, memoranda, statistics, notices, and other documents.

Completes regularly recurring reports; compiles data from varied sources and makes summary reports as required. May involve routine mathematical calculations and tabulations in accordance with established methods.

Provides Executive Director support for special projects.

Serves as back-up to the front desk.

Other duties as assigned.

Other Duties of Position

Commitment to working effectively and collaboratively with colleagues, members of the public, and others from diverse backgrounds, in support of an inclusive and respectful environment.

Must be able to exercise a high level of confidentiality due to the sensitive nature of the information to which this position is privy on a regular basis.

Regular and on-time attendance.

Knowledge, Skills, and Abilities

Excellent written and oral communication skills. Ability to understand and execute oral and written instructions, policies, and procedures.

Ability to think creatively and respond to a changing environment.

Ability to meet deadlines in a fast paced environment.

Organized and able to manage time wisely.

Cooperative and collaborative attitude.

Ability to communicate effectively with other employees, public, and community partners using courtesy and good judgement.

Ability to establish and maintain effective working relationships.

Ability to work independently and as a member of a team.

Ability to work with multiple task supervisors.

Ability to organize, plan, and coordinate multiple tasks with attention to detail and accuracy; handle multiple interruptions; and maintain focus on tasks and produce accurate work.

Minimum Qualifications

Three years of relevant work experience, or any combination of education and experience that provides the applicant with the knowledge, skill, and abilities required to perform the job duties listed. Bachelor's degree desired but not required.

Superb language skills, including spelling, usage, grammar, punctuation, and format.

Ability to write articles, speeches, press releases, and other communications.

Ability to respond effectively to inquiries and complaints.

Knowledge of and experience with Microsoft Excel, Word, and Outlook.

Valid Oregon driver's license.