

INFORMATION OFFICER 4

KIND OF WORK

Administrative public information and/or relations work.

NATURE AND PURPOSE

An employee in this class is responsible for the coordination of work performed in a large public information section. Responsibility also extends to planning and directing the program of a large state department where the total program has a relatively low level of complexity.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises a small staff in the development of public information programs.

Coordinates and acts as immediate supervisor of informational work performed in a large informational program.

Participates in policy making decisions regarding public information programs.

Participates in making cost decisions involving the total informational programs.

Acts for the information program director in his absence.

Performs important public relations work.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of the methods and techniques of presenting information to the public.

Extensive knowledge of the principles and practices of journalism and the techniques of public relations.

Thorough knowledge of the departmental program and ability to interpret policies, laws and regulations.

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Class Specification

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Skill in:

Preparing speeches, statements and articles, and answer correspondence of a controversial nature.

Ability to:

Supervise.

Assist departmental management in developing departmental policies relating to public issues.

Est.: 12/68 T.C.: 7/70, 11/71, 12/74

Ckd.: 11/92 Former Title(s): Assistant Director of Publicity & Promotion Rev.:

Information Manager

Employment Security Publicity Supervisor

Manpower Services Publicity Supervisor