



POSITION AVAILABLE:

JFS Public Information Officer

POSTING DATE: Thursday, December 21, 2022
DEADLINE TO APPLY: Open Until Filled
DEPARTMENT: Job & Family Services / Administration
LOCATION: Ravenna, OH
WORKING HOURS: Monday – Friday, 7:00am – 3:30pm or 8:00 a.m. – 4:30 p.m.
SALARY: \$23.50 / hour
FLSA STATUS: Classified, non-exempt

JOB OBJECTIVES:

Under the direction of the Portage County Job & Family Services (PCJFS) Director, incumbent will work with PCJFS Administrators, Supervisors, and employees in the planning, developing and implementation of community outreach activities and events. Incumbent will create outreach programs and activities as well as educational material that promotes JFS services to the public. Incumbent will be responsible for writing and distributing information concerning PCJFS and respond to sensitive requests for information from the news media, public or interest groups.

MINIMUM QUALIFICATIONS:

Possession of a bachelor's degree in Journalism, Public Relations or Marketing is required. Master's Degree preferred. A minimum of five years progressively responsible experience in government is preferred. Possession of excellent skills in interpersonal communication and in public speaking. Knowledge of County Government structure and processes. Must possess a valid Ohio driver's license and maintain continuing eligibility under the existing County driver eligibility standards.

EXAMPLE OF DUTIES:

Plan, develop, and implement all major public information activities. Develop PCJFS program information in conjunction with Division Administrators, Supervisors and JFS employees that promote service delivery and assist in outreach activities. Prepare, write, and distribute news releases, newsletters, extensive annual reports, and other informational publications. Plan, develop, and present special communication projects and displays. Conduct research and analysis of information through various means (i.e. surveys, interviews, correspondence). Consult with staff, clients, public providers, Federal, State, and local officials in regards to the development, production and distribution of accurate program information. Develop various forms of technology for communication with the public including agency website and social media. Responsible for creating and updating JFS website and other social media accounts. Under the directions of the Agency Director, provide initial departmental contacts with the public, regarding news media requests.

HOW TO APPLY:

- **THE COUNTY APPLICATION FORM IS REQUIRED** WHEN APPLYING FOR THIS POSITION.
- APPLICATIONS CAN BE DOWNLOADED FROM THE COUNTY WEBSITE:
<https://www.portagecounty-oh.gov/human-resources/pages/job-opportunities>
- APPLICATIONS CAN BE FAXED, EMAILED OR MAILED:

PORTAGE COUNTY HUMAN RESOURCES
449 S. MERIDIAN STREET, 7th Floor
RAVENNA, OHIO 44266

EMAIL: HRD@PORTAGECO.COM / FAX: 330-298-4225

PORTAGE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER (EOE)