

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Community Relations Specialist	<u>CLASS NUMBER:</u> 50105.1	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Board of Commissioners	<u>JOB TYPE:</u> Full Time, Classified (30-40 hours/week)	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-bargaining	<u>PAY GRADE:</u> N10	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 373 S. High St., Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Varies (30-40 hours/week)	<u>SUPERVISOR (PCN):</u> Community Relations Manager (010050)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Community Relations Specialist classification is to support Public Affairs by performing technological functions and assisting with all public communications and awareness.

JOB DUTIES:

Provide information and education to residents and the media on the resources and services provided by the Franklin County Board of Commissioners. Provide directional information for the downtown Franklin County Government Complex and other County facilities, including escorting authorized individuals to secure areas as needed. Respond to public and media inquiries as needed. Prepare signage and other communications, including promotional information and materials (e.g., flyers, yard signs, buttons, car decals, brochures, multimedia presentations, etc.). Oversee quantities of printed materials and their delivery and/or retrieval by community or local organizations.

Assist with on-site, off-site and other community events. Coordinate expos, exhibits and conferences and serve on committees and focus groups as assigned. Create and develop news releases, news stories, guest columns, mass mailings, correspondence, presentations, and social media posts as directed. Assist in photographing and all media filming. Maintain pictures, graphics, and video files electronically. Prepare and provide information about the agency's activities by responding to verbal and written inquiries. Represent Public Affairs in an informational and/or liaison capacity. Maintain regular and predictable attendance. This position requires regular and consistent in-person attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; office practices; agency policy and procedures. Skill in editing; equipment operation and film editing software. Ability to deal with problems involving several variables in familiar context; comprehend and record figures accurately; maintain accurate records; gather, collate and classify information about data, people or things; answer routine inquiries from public; handle sensitive inquiries from and contact with officials and general public; answer routine inquiries from the public and others; and resolve complaints and/or concerns from the public and others.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with (2) years of experience in marketing, public relations, communications, customer service, or related field.

Additional Requirements

No special license or certification is required.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

This position may be required to work evenings and weekends. The position may involve walking and standing for extended periods of time.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date