



LEVY COUNTY BOARD OF COUNTY COMMISSIONERS
Government Serving Citizens

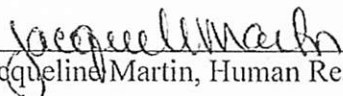
John Meeks
Rock Meeks
Desiree Mills, Vice Chair
Tim Hodge
Matt Brooks, Chair

POSITION VACANCY: Public Information Officer
County Commissioners Office

ANNUAL SALARY: \$74,000.00
Full Time Position
JOB DESCRIPTION: Attached
APPLICATION CLOSING DATE: 12/08/2023 4:00 p.m.

Any persons that feel they are qualified for this position may apply by completing a Levy County Commission job application and submitting it to Jacqueline Martin, Human Resource Manager at the County Commissioners Office.

ONLY APPLICANTS MEETING MINIMUM QUALIFICATIONS WILL BE SELECTED FOR INTERVIEWS.

By: 
Jacqueline Martin, Human Resource Manager

Dates Posted: 11/13/2023 - 12/08/2023 4:00 p.m.

AN AFFIRMATIVE ACTION – DRUG FREE – EQUAL OPPORTUNITY EMPLOYER
WE HONOR VETERANS' PREFERENCE

P.O. Box 310 Bronson Florida 32621
Telephone (352) 486-5218 Fax (352) 486-5167
Email: levybocc@levycounty.org, Website: www.levycounty.org

POSITION:	Public Information Officer
POSITION #:	0300
AREA(S):	County Commission Office

DISTINGUISHING CHARACTERISTICS OF WORK OR NATURE OF WORK

This is highly responsible professional work in the Board of County Commissioners office serving Levy County.

An employee assigned to this position is responsible for assisting in developing and implementing effective communication strategies to inform and engage the media, the public, and county staff, about county government initiatives, programs, and services. This employee will act as the official spokesperson for the county as required, and plays a crucial role in maintaining transparency, building public trust, and managing the county’s reputations.

Work is performed under the general direction of the County coordinator and is reviewed through conferences, reports, and observations of results obtained.

EXAMPLES OF WORK PERFORMED OR ESSENTIAL JOB FUNCTIONS

The following statements describe the principal function of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- This is an emergency essential employee position. Upon declaration of a disaster and/or emergency, this employee is required to report to work alongside the Board Chairman and in assistance to the Emergency Operations Mission.
- Exudes a positive customer service focus.
- Advocates building organizational culture through aligning decisions with core values including: integrity, honesty, respect, and accountability.
- Assists in developing and implementing a comprehensive communication plan to effectively communicate county government activities to the public.
- Serves as primary contact for media inquiries, response to information requests, and coordinating interviews with county officials.
- Writes and edits County stories, press releases, social media, and website posts.
- Monitors media coverage and public sentiment about the county and provides regular reports and recommendations to the County Coordinator and Board of County Commissioners.
- Helps organize and coordinate public events, press conferences, and other outreach activities to promote county initiatives and engage with the community.
- Develops relationships with key stakeholders, community organizations, and local leaders to enhance collaboration and communications.
- Prepares county officials for media interviews and public appearances by providing talking points. Assists in writing and editing Op-Eds and position papers.

- Acts as Communications second in command during a declared emergency (Board Chairman is first in command).
- Assists in developing crisis communication strategies to address emergencies, natural disasters, or other critical incidents involving the county.
- Stays up to date with emerging communication trends, tools, and technologies, and recommends innovative approaches to enhance public outreach efforts.
- Performs the duties listed, as well as those assigned, with professionalism and a sense of urgency.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge of public administration, government operations, and the political landscape at the county level.
- Proficient skill in using digital communications tools, social media platforms, and content management systems.
- Strong organizational and project management skills, with the ability to handle multiple tasks and deadlines simultaneously.
- Ability to demonstrate high ethical standards and a commitment to transparency and accountability.
- Ability to remain calm and composed under pressure.
- Ability to communicate effectively both orally and in writing.
- Ability to effectively convey complex information to diverse audiences.
- Ability to build relationships with diverse stakeholders and strong interpersonal skills.
- Ability to handle multiple tasks and deadlines simultaneously.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation or sexual orientation.

MINIMUM QUALIFICATIONS

- Bachelor's degree in communications, public relations, or journalism, and three years of related experience working with the media, including writing press releases, organizing press conferences, and managing media relationships; or any equivalent combination of related training and experience. Applicants within six months of meeting the education/experience requirement may be considered for trainee status.
- Successful completion of all applicable background checks pre-hire and ongoing are required.
- Possess and maintain a valid Florida driver license.

PHYSICAL REQUIREMENTS

- Ability to see and hear (with or without corrective devices).
- While performing the duties of this job, the employee will regularly be required to sit, stand, walk, use hands, fingers, or feel, reach with hands and arms, and talk.
- Must be able to work under stress with time constraints.

EVALUATION

Performance of this job will be evaluated in accordance with provision of the Board’s policy on evaluation of personnel.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

GENERAL INFORMATION:

FLSA Status	Exempt Non-Exempt
Worker’s Comp Class Code	8810
EEOC Job Category	Professional
EEOC Job Function	Financial Admin
EEOP Job Category	Professional
Safety Sensitive	NO
Safety Category (if applicable)	NON-DOT
Paygrade:	BOCC approved