

NEW POSITION: Brief job description and attach a copy of the new job description.

POSITION RECLASSIFICATION: Explain change and /or increase in duties and responsibility. (Attach new job description)


ADDITIONAL DUTIES: Explain reason for additional duties and attach list of additional duties.

COMMENTS: (Any comments you wish to make regarding this request)

HUMAN RESOURCES: Classification and Salary Recommendation

BUDGET & MANAGEMENT: Classification and Salary Recommendation

HIDALGO COUNTY
BUDGET OFFICE
AUG 12 AM 9 52


DEPARTMENT HEAD

8/11/10
DATE

FUNDING AVAILABLE IN DEPT. BUDGET N/A YES NO

2. 
HUMAN RESOURCES DIRECTOR

DATE

PERSONNEL PROCEDURES COMPLETED YES NO

3. 
DEPARTMENT OF BUDGET & MANAGEMENT

10/05/10
DATE

BUDGET PROCEDURES COMPLETED YES NO

4. COMMISSIONERS COURT APPROVAL

DATE

PUBLIC INFORMATION SPECIALIST

GRADE: 08

GENERAL DESCRIPTION

Under general direction of the County Clerk's Office, the Public Information Officer will coordinate public relation activities designed to provide County employees, citizens and area media with current information regarding all aspects of the County Clerk's Office. Provide direct support to the County Clerk and Chief Deputy in the areas of public information and media relations.

EXAMPLES OF WORK PERFORMED

Prepares responses to information requests and inquiries from media and the public for the County Clerk and/or Chief Deputy

Provides guidance and training to departmental personnel, including elected officials in communication skills, public relations techniques and effective interpersonal relations

Prepares news releases, newsletters, information articles, legislative testimony, speeches and other materials as assigned. Distribution of information includes the use of the Internet

Coordinates press conferences

Participates in preparation of educational and informational materials including films and slides for distribution to the public

Directs, conducts and/or arranges tours of The County Clerk's Office

Performs all other related duties involved in the operation of the business as assigned or required

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Bachelor's degree in Public Relations, Journalism, Public Administration or related field. Three (3) years experience in the administration of a program relevant to assignment; Graduation from an accredited four-year college or university with major course work in a field relevant to assignment is generally preferred; Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Excellent written and verbal communication skills required.

Ability to enunciate and articulate well enough to speak to groups of people.

Ability to interact with Elected Officials, Department Heads, Media, Community and Civic Organizations, Government and Public Organizations, Private and Business Organizations and the general public.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment

- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

