

## **PUBLIC INFORMATION SPECIALIST**

(FULL TIME, SALARY, EXEMPT)

Salary Range (\$37,000 - \$70,000)

The Butler County Engineer's Office (BCEO), Butler County, Ohio, is seeking applicants for a **Public Information Specialist** (Specialist) to manage and oversee communication of information regarding BCEO activities to the media, general public, and various public agencies. This position reports directly to the County Engineer and has a Civil Service Classification of Unclassified.

### **Must be able to perform all of the following essential functions**

- Must be able to communicate and cooperate well.
- Must be proficient in many forms of written communication including property owner correspondence, press releases, public notices, email, social media postings, website content, letters, content for official publications and other such written communication as becomes necessary.
- Must become familiar with all BCEO departments and the functions they perform.
- Must be able to read and comprehend inquiries made by residents and other citizens and either answer them or refer them to the appropriate department for answering and follow up to assure all inquiries are addressed.
- Must be able to develop and coordinate photography of BCEO activities for utilization in various reports and the BCEO website.
- Responsible for producing the BCEO Annual Report, the BCEO Annual Capital Improvements Report and bi-annual County Map.
- Must be able to put together PowerPoint presentations to be used by the County Engineer or his designee at public meetings, educational functions, and/or trainings.
- Attend project meetings and other in-house and public meetings.
- Any other work assigned by the County Engineer.

### **Skills and Knowledge:**

- Knowledge of public relations practices and procedures.
- Knowledge of and familiarity with traditional media and Internet-based media.
- Strong written (including technical writing) and verbal skills.
- Strong organizational skills and attention to detail.
- Basic familiarity with Butler County infrastructure.
- Basic understanding of Federal and State funding programs.
- Ability to operate a computer and basic understanding of software required for performing job duties (Microsoft Office, Outlook, image/graphic editing and web management software).

#### **BCEO IS AN EQUAL OPPORTUNITY EMPLOYER**

Pursuant to the ADA Amendments Act of 2008, Butler County will consider all qualified applicants for employment, including persons with disabilities. The applicant must be able to perform the essential functions of this job with or without reasonable accommodation. Upon the request of any qualified applicant, this office will evaluate any reasonable accommodation that may be needed to enable a disabled person to participate in the application process or perform these essential duties.