

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0854
Job Title: Public Information Officer
Salary Grade: 20
Bureau: Bureau of Administration
Department: Emergency Management & Regional Security
Dept. Budget No. 265
Position I.D. 0956521
Shakman Exempt

Characteristics of the Position

General Overview

At the direction of the Chief Administrator's communications team or at the request of the Department/Bureau Head, the Public Information Officer is responsible for assisting in the drafting or review of internal and/or external communications providing information to the public, other County Departments, Bureaus or agencies, and the press or other media relative to points of information, programs, policies, procedures, processes, operations and other relevant information regarding the Department/Bureau. Assist the Department/Bureau in the management of its communications and the time and manner of policy and/or operational communications. Provides accurate and supportive press coverage of Department/Bureau efforts and accomplishments of the Department/Bureau and coordinating agencies thereof as required. Works directly with the President's communications team to authorize any quotes or statements to be issued by the Department/Bureau or the President or his/her designee. Assists in drafting communications and correspondence or reviews such communications on behalf of the President or Department/Bureau Head or his/her designees and assists in drafting newsletters, resolutions, congratulatory letters, press releases or proclamations as directed. May speak on behalf of or for the Department/Bureau Head, as necessary and approved by the President's Department of Public Affairs and Communications. Assists the Office of the President in the response of Freedom of Information requests.

Key Responsibilities and Duties

Represents the Department/Bureau Head and his/her administration before the media and coordinating media access to the President as authorized by the President's communications team.

Participates in or attends confidential discussions with the Department/Bureau Head and executives and other staff to respond to media and public inquiries or address County programs where applicable.

Participates in or attends confidential discussions with the Director and executives and other staff to respond to media and public inquiries or to address or communication various County programs, initiatives, responses, policies or procedures to the media, public, or other County agencies.

Works with the Department/Bureau Head or his/her designee to develop strategies for internal and/or public dissemination of County information and programs regarding Department/Bureau directives, policies and procedures.

May assist in the development of communications responsive to proposed legislation of the Cook County Board of Commissioners.

May compile press clippings, or may be requested to organize and manage the photo and press release/speech archive for records and ease of reference.

Composes or compiles reports and other documentation as requested to inform the President's communications team or President or Commissioners or Department/Bureau Head regarding Department/Bureau programs, policies and/or procedures.

Prepares press briefs for the Department/Bureau Head as approved by the President's communications team; anticipates questions and assists the Department/Bureau Head in preparing documentation and appropriate responses for the press, media, or to respond to internal and external inquiries.

Assists in the development of the overall communication program for the Department/Bureau, including the development of Department/Bureau goals and objectives.

May assist the County's Freedom of Information Officer, consulting with the Department's/Bureau's Legal Counsel and President's Counsel or communications team as necessary in response to said inquiries.

May assist in the training or dissemination of training or other Department/Bureau related materials to staff and members of the public.

Knowledge, Skills and Abilities

Ability to provide concise but thorough communication regarding directives, policies and procedures.

Ability to call, manage and attend any press briefings for the Bureau/Department Head or President in relation to Department issues as approved by the President's communications team

Knowledge of public relations and proper rhetoric and knowledge of the press and media.

Ability to learn and understand Cook County Government and County operations, policies and procedures.

Skill in speech writing and composing material for public release or presentation, including advisory communications.

Good oral and writing skills; ability to formulate clear and concise language; excellent communication skills; bilingual in Spanish and English.

Skill in editing documents.

Ability to handle sensitive public relations matters.

Minimum Qualifications

Possession of a high school diploma or GED certificate PLUS three (3) years of experience in communications or public relations **OR** graduation from an accredited college or university with a bachelor's degree.

Ability to utilize Microsoft Word, Excel and PowerPoint.

Preferred Qualifications

Graduation from an accredited college, university, or school of broadcasting with a degree in communications, public relations, or journalism.

Professional work experience in media and/or public relations fields.

Physical Requirements

Sedentary Work

Sedentary Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

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