

CARBON COUNTY MONTANA

JOB DESCRIPTION



POSITION: Public Information Officer (0.5 FTE)

DEPARTMENT: DES

REPORTS TO: DES Coordinator

- Full-Time (40 hours) Part-Time Benefit Eligible (30-39 hours) Part-Time (≤29 hours)
 Permanent Seasonal Temporary Grant-Funded Short-Term
 Exempt Non-Exempt
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PURPOSE OF THE JOB: The Public Information Officer will serve as a liaison between Carbon County and the public by coordinating and collaborating public communication and outreach. Work is primarily focused on the technical facet of journalistic preparation, organization and distribution of information through necessary means.

ESSENTIAL FUNCTIONS:

Proactively develop accurate, accessible, and timely information for distribution via press releases and other public-facing communication pieces;

Communicate critical information in an effective manner to the public, media, and partnering agencies;

Arrange tours, community outreach events, interviews, and briefings;

Keep a positive and consistent relationship with media contacts;

Update necessary website(s) and emergency notification system with current incident information;

Prepare and post external, public-facing communication for social media and other online platforms such as Facebook, Instagram, and other platforms;

Develop unique information strategies specific to Carbon County communication needs;

Function as a member of the Incident Command team in the event of a declared emergency or critical incident;

Work directly with Incident Command, including getting approval for public messaging;

Attend incident briefings as per the schedule set by Incident Command;

Understand and advise Incident Command on any necessary limits on information release;

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Conduct and prepare officials for media briefings;

Maintain the necessary County email account(s);

Create and maintain a media contact list, including after hours contact information;

Answer the PIO mobile phone and address any questions or concerns that come via this form of communication;

Monitor and answer Carbon Alert social media messages;

Prepare and distribute public outreach mailings, posters, flyers, thank-you cards, etc.

OTHER DUTIES AND RESPONSIBILITIES:

Perform miscellaneous job-related duties as assigned;

Assist in drafting grant applications;

Assist in managing and updating the County's website;

Assist in the development of volunteer forms and preparing information for Federal and State reimbursement programs;

Build "go-kits" for DES staff and replenish supplies when necessary;

Other duties as assigned.

KNOWLEDGE AND SKILLS:

Required:

Excellent verbal and written communication skills with a proven ability to write in a journalistic style that is customary for external news, information, and emergency publications;

Ability to function effectively in an emergency;

Outstanding interpersonal and community relations skills and the ability to communicate and work effectively within a diverse community;

Excellent organizational skills and attention to detail;

Strong strategic planning and management skills;

Excellent time management skills with a proven ability to meet deadlines;

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Must possess common sense and the ability to remain calm in stressful situations;

Proficient with Microsoft Office Suite or related software.

Must be certified in Incident Command 100, 200, 700, 800, and 300 or have the ability to obtain these certifications within the following timelines: 100 & 200 in 6 months, 700 & 800 in 1 year, 300 in 18 months.

Preferred:

Knowledge of communication principles, media, and public relations techniques

Strong knowledge of local and regional media contacts and/or a proven ability to develop such relationships quickly

FISCAL RESPONSIBILITY:

None

EXTENT OF PUBLIC CONTACT:

Extensive, constant contact with a variety of people, including the public, emergency personnel, other staff, contractors, volunteers, visitors, etc.

WORKING CONDITIONS AND ENVIRONMENT:

Work indoors/outdoors under adverse, stressful conditions. The work may require the ability to walk over rough, uneven terrain and travel to remote work sites and meetings. Work schedule must be flexible outside of normal business hours to include nights, weekends, holidays, etc. depending on when a critical incident may occur.

Physical Activity:

Repetitive Motion: Never Occasionally Frequently Continually
(repeating movements of arms, hands and wrists)

Talking: Never Occasionally Frequently Continually
(express or exchange ideas verbally)

Hearing: Never Occasionally Frequently Continually
(perceive sound by ear)

Seeing: Never Occasionally Frequently Continually
(obtain impressions through the eye)

Activity Level:

Sedentary

(occasionally lift/carry up to 10 pounds or push/pull small objects; sits most of the time; infrequent to occasional walking/standing)

Light

(frequently lift/carry/push/pull up to 10 pounds and/or occasionally lift/carry/push/pull up to 20 pounds; frequent walking/standing or sitting most of the time while using arms/legs to push/pull)

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Medium

(occasionally lift/carry/push/pull 20-50 pounds and/or frequently lift/carry/push/pull 10-20 pounds and/or continuously lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)

Heavy

(occasionally lift/carry/push/pull 50-100 pounds and/or frequently lift/carry/push/pull 20-50 pounds and/or continuous lift/carry/push/pull 10-20 pounds; occasional to frequent walking/standing)

Very Heavy

(occasionally lift/carry/push/pull 100+ pounds and/or frequently lift/carry/push/pull 50+ pounds and/or continuous lift/carry/push/pull of 20+ pounds; occasionally to frequent walking/standing)

This job description in no way states or implies that these are the only duties to be performed by this employee. The employee will be required to follow any other instructions and to perform any other duties upon the request of the supervisor or other governing entity.

Employee Signature

Supervisor Signature

Date

Date

FOR OFFICE USE ONLY

JOB DESCRIPTION: APPROVED DENIED

SALARY SCHEDULE: ADMIN CLERK DISPATCH NURSE ROAD SHERIFF

Presiding Officer Signature

Date

COMMENTS: