

DUTIES STATEMENT

EXEMPT CLASS

Press Secretary (TLC)

General Statement of Duties and Responsibilities

Under executive direction, administers a public information and community relations program regarding the activities of the Taxi and Limousine Commission, and the services it provides. Serve as a senior spokesperson for the Commission and communications advisor to the agency. Execute communications and communications strategy surrounding confidential, sensitive, and public information regarding Taxi and Limousine rules and programs. Liaise with senior officials in public and private sector partner agencies and organizations. Pitch stories and field media inquiries from local, regional, national, and international print, broadcast, and online journalists: and performs related work.