

DIRECTOR OF PUBLIC AFFAIRS (IBO)

Duties and Responsibilities

This is a management class of positions. All incumbents perform related work.

Under executive direction, develops, plans, coordinates and directs the media and public information programs of the agency.

Examples of Typical Tasks

Organizes press conferences and availabilities, and provides information about IBO's activities to the news media, civic groups, and the general public.

Prepares, edits and disseminates to all communications media such products as news releases, advisories, speeches, articles, pamphlets, scripts and audio-visual material.

Advises the Director on speeches, public statements and other public appearances.

Supervises subordinate employees and interns in the performance of the agency's community engagement work.

Maintains liaison with the public affairs offices of other city agencies, government agencies, civic and community organizations, academic institutions and relevant private sector entities.

Reports on significant developments in the policy areas relevant to the work of IBO.

Qualification Requirements

1. A baccalaureate degree in public administration, communications, english, journalism, public relations, or a related field, and two years of satisfactory and relevant work experience, at least 18 months of which must have been in an administrative, managerial, or executive capacity or supervising personnel performing activities related to the duties of the position; or
2. An associates degree, and at least five years of satisfactory and relevant work experience as described in "1" above, including at least 18 months of the administrative, managerial, executive, or supervisory experience described in "1" above; or
3. Education and/or experience which is equivalent to "1" or "2" above.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.