

THE CITY OF JACKSON IS CURRENTLY ACCEPTING APPLICATIONS FOR THE FOLLOWING FULL-TIME EMPLOYMENT OPPORTUNITY: **Public Information Officer**

General Summary: Under the direction of the City Manager, performs professional level work preparing and presenting public information and marketing materials in support of the City's public information program. Provides support to the City Council and management by developing methods and materials to promote City activities and events, and assist City departments with communication needs and projects.

Physical Demands: The physical demands and work environment characteristics described below are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Vision sufficient to read rules, regulations, policies, procedures, reports, computer screens, newspapers, statistics, data, graphs, and audio visual materials.
- Hearing sufficient to hear conversational levels in person and over the telephone.
- Speech sufficient to make oneself heard in person, over the telephone, and when making presentations in front of groups or the media.
- Mobility sufficient to safely move in an office environment, travel to locations throughout the City, and to periodically walk a considerable amount outside.
- Strength sufficient to safely lift, move, and carry items weighing up to 25 pounds.
- Dexterity sufficient to safely operate office equipment including computers.
- Endurance sufficient to maintain efficiency throughout entire work shift and during extended work hours as necessary.

Eligibility Requirements: Associates degree required, a Bachelor's Degree from an accredited college or university, with major course work in public relations, government affairs, marketing, journalism, communications, or closely related field is **preferred**; and no less than one (1) year of professional experience in any one of the above noted fields with preference given to an individual with legislative advocacy/government relations experience. Must have excellent oral and written communication skills, must possess a valid driver's license, and be able to work outside the standard business day.

Class Grade 9

Salary Range: \$46,320 – \$64,800

Benefit Package, including:

- Paid vacation, sick leave, and holidays
- Medical, dental, vision, and life insurance
- Disability income plan
- Pension program
- Deferred compensation plan (457)
- Healthcare savings plan.

Date Posted: July 20, 2018

Application Deadline: August 10, at 5:00PM

To Apply:

- Job applications can be obtained from the Human Resources Division or downloaded from www.cityofjackson.org
- A resume must accompany the completed job application.
- Job applications will be accepted in-person, fax (866-522-9005), email (apply@cityofjackson.org), or by mail at:

City of Jackson
Human Resources Division
161 W Michigan Ave
Jackson, MI 49201

**** EQUAL OPPORTUNITY EMPLOYER ****