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:	Asset Management
Department:	Asset Management
Dept. Budget No.	031
Position I.D.	1000999
Shakman Exempt	

Characteristics of the Position

General Overview:

The Public Information Officer is responsible for the overall management and control of any contacts the Department or Bureau may have with the press or other media relative to explaining, reporting and promoting through the media points of information and programs regarding the Department and provides accurate and supportive press coverage of the efforts and accomplishments of the department and coordinating agencies thereof. Authorizes all quotes as approved by the President's public affairs team and Director in newsletters, resolutions, congratulatory letters, press releases, etc. Speaks on behalf of and for the Director, as necessary and approved by the President's Department of Public Affairs and Communications. Responsible for multi-media at the departmental level.

Key Responsibilities and Duties:

Represents the Director and his/her administration before the media and coordinating media access to the President.

Participates in or attends confidential discussions with the Director and executives and other staff to respond to media inquiries or address County programs.

Develops strategies for public dissemination of County information and programs regarding Department directives.

Compiles press clippings and prepares press releases/speeches as requested.

Composes reports and papers to inform the Cook County Board President and Commissioners of Cook County regarding department programs.
Prepares press briefs for the Director as approved by the President's Public Affairs team; anticipates questions and assists the Director in preparing documentation and appropriate responses for the press and media.

Assists in the development of the overall communication program for the Department; developing goals and objectives.

Supervises and trains staff engaged in assisting in the aforementioned matters.

May serve as the Department's Freedom of Information Officer, consulting with the Department's Legal Counsel and President's Counsel as necessary in response to said inquiries.

Knowledge, Skills and Abilities

Ability to provide concise but thorough communications to the Cook County Board President and Commissioners of Cook County regarding matters related to Department.

Ability to call, manage and attend all press briefings for the Director as approved by the President's Public Affairs Team or Director.

Ability to converse effective and speak with authority on matters related to the department.

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

Skill in speech writing; composing material for public release or presentation.

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 Power Point.

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.

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.