

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 5714
Job Title: Press Secretary
Salary Grade: 23
Bureau: Office of the President
Department: Office of the President
Dept. Budget No. 010
Position I.D. 9500100
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Chief of Staff and/or Director of Communications and Public Affairs, responsible for assisting in the management of communications for the President and offices under the jurisdiction of the President. Responsible for assisting in the development of policies and procedures for the coordinated response to the media and for directing, assigning, explaining, reporting and promoting through the media, points of information and programs regarding the President and County. Coordinates supportive press coverage of the efforts and accomplishments of the department and coordinating agencies thereof. Supervises the conduct of individuals working as the public information officers or other designations of communication functions under the jurisdiction of the President as directed by the Chief of Staff or Director of Communications and Public Affairs. Responsible for appropriate information and issuing statements for media inquiry, press releases, news articles, newsletters, resolutions, and wherever else appropriate. Represents the President before the press and assists in the coordination of public affairs, communications and community outreach for the President and departments under his/her control.

Key Responsibilities and Duties

Assists in coordinating the President's communication and public affair efforts, focusing on providing responses to media inquiry, press releases, and developing developing stories around the President's and County's policies and programs.

Assists in the development of public service announcements and community relations efforts.

Assists in research efforts and aids in the development and implementation of policies regarding the marketing and communication of County programs and the President's agenda.

Represents the administration before the media and coordinating media access to the President.

Represents the President as directed.

Directs and supervises staff working in and on communication and public affairs efforts including but not limited to the Public Information Officers.

Assists in the development and implementation of long and short-range plans designed to communicate County programs and improvements.

Drafts speeches, PSA's, brochures, press releases, media advisories and statements as directed or required.

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 policies and programs regarding Department directives.

Composes reports and papers to inform the Cook County Board President and Commissioners of Cook County regarding department programs.

Prepares press briefs for the President; anticipates questions and assists the Director in preparing documentation and appropriate responses for the press and media.

Knowledge, Skills and Abilities

Ability to work in a highly confidential environment, receiving clients and dealing with public and media inquiries.

Ability to work cooperatively with supervisory and professional personnel in the coordination or delivery of services as provided by the agency.

Ability to make sound decisions and carry out programs affecting one's own work and the work of others in a changing work environment.

Ability to research programs and aid in the development policies as it relates to media response.

Good communication skills; ability to exercise diplomacy, gather information from others and make inquiries; ability to convey information and explain or discuss office policy and procedure with others in person or by telephone.

Good attention to multifarious detail; ability to proof, verify and edit complex data, transcribe and cross reference data from personal computer and documents. Ability to follow-up in a thorough and timely manner relative to unresolved business.

Thorough knowledge of the principles and techniques of office practices and procedures. Accurate judgment in making decisions, reorganizing established precedents and in meeting new problems.

Minimum Qualifications

Bachelor's Degree from an accredited college or university PLUS a minimum of two (2) years' experience working in public affairs or communications **OR** equivalent combination of professional work experience, training and education.

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 communications, media and/or public relations fields.

Master's Degree from an accredited college or university.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not 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.

