

**CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>CD Manager – Public Information Officer</b>	Department:	Community Development
Requisition Number:	2022272		
Hours:	8:00 a.m. – 5:00 p.m., may vary	Rate of Pay:	\$65,316.23 - \$69,500.00 Annually
Date Posted Up:	10/4/2022	Date Posted Down:	Until Filled
Time Up:	11:00 a.m.	Time Down:	

**SUMMARY**

Working under the direction of the Director of Community Development incumbent serves as the public information officer (PIO) for the division, disseminating information via news conferences, news releases, public service announcements, media interviews, and personal appearance and presentations. As PIO, the incumbent protects and develops the public image of the division and ensures effective communication with the Mayor's PIO Office as well as PIOs in other City departments, and serves as community relations for the Division of Community Development. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

**Planning & Judgement**

- Participates in the development of strategic communications plans. Develops communications that support the overall message of the division;
- Administers digital outreach plan, i.e. website content updates, social media platforms;
- Oversees the development, design, production, printing and distribution of publications and identifies specific target audiences;
- Performs duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Acts as an advisor to the Division and Deputy Directors and recommends course of action;
- Plans and develops materials for submission in various award competitions;
- Negotiates/solicits media sponsorships and prepares public service announcements for broadcast;
- Coordinates interactions between division liaisons and community organizations and individuals for mutual understanding and for the benefit of the Community Development Division;
- Seeks out and manages television, radio and other interview opportunities;

**Information & Communication**

- Represents the Division of Community Development by delivering information regarding the issues of the division to community and business organizations, mass media, and the public;
- Serves as the primary division contact for media and develops and executes media events and news conferences;
- Provides information requested by the media and/or public;

- Writes and circulates various written documents including news releases on routine program availability, community development issues of public concern, articles for publication, letters, proclamations, presentations, and speeches;
- Nurtures and maintains positive public relations with all contacts and is responsive and empathic to their requirements and positions;
- Schedules and conducts public speaking engagements;
- Communicates effectively in both oral and written form with diverse individuals;
- Competent and effective with computer software, hardware, and communication networks including but not limited to the Microsoft Office Suite and products and general standard office equipment.

### **MARGINAL FUNCTIONS**

Performs other duties as required.

### **PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

- Any combination of education and/or experience equivalent to a bachelor's Degree with major course work in marketing, communication, parks and recreation or a related field;
- Equivalent of five years experience in public relations, fund development, marketing or communications.

### **OTHER KNOWLEDGE, SKILLS and/or ABILITIES**

- Demonstrated knowledge of the principles and practices of public information correspondence, including the writing of news releases, public service announcements. and speeches;
- Ability to communicate concepts, ideas and supporting facts in both written and oral form with sensitivity to the most effective method;
- Ability to establish and maintain an effective working relationship with administrative staff, fellow managers and other City personnel, the media, community organizations and the general public;
- Demonstrated public speaking ability;
- Time management, organization and independent work experience.

### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Indiana driver's license if City vehicle is used.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

**Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.