

TITLE: PUBLIC AFFAIRS ASSISTANT

DEFINITION: Under general supervision, performs administrative, technical, and professional duties pertaining to public affairs.

EXAMPLES OF DUTIES:

- Assists with the preparation of news releases, public information bulletins, and related documents;
- Coordinates and assists with public affairs related special projects, research, events and programs requiring knowledge of community and/or department concerns and issues;
- Responds to emergencies, newsworthy events, and media inquiries;
- Represents City departments at community events, tradeshow, and national and regional committee meetings;
- Produces literature, promotional materials, technical publications, and directories;
- Resolves problems, evaluates procedures and makes recommendations for public affairs issues;
- Prepares reports and makes presentations;
- May serve in a lead capacity;
- May oversee the department's internet, intranet, and social media content;
- May coordinates the activities, scheduling, recruitment, and training of personnel and volunteers;
- May serve as a liaison on issues with the community, tenants, businesses, and other City staff;
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of word processing, presentation, and spreadsheet software;
- Knowledge of digital communications platforms;
- Ability to deal tactfully and effectively with the public;
- Ability to comprehend written technical material relating to departmental operations;
- Ability to effectively communicate orally and in writing;
- Ability to work irregular hours, evenings, weekends, and holidays as needed;
- Positions in the Airport Department require the ability to pass the airfield operations written and practical driving examinations within the probationary period.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited four-year college or university with a Bachelor's degree in Communications, Journalism, Public Administration, Public Relations, or closely related field. Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year for year basis.
- Two years of experience in public affairs/public information;
- A valid motor vehicle operator's license;
- Positions in the Airport and Police Department require successful completion of a comprehensive background investigation which may include a review of employment history, criminal conviction record, use of intoxicants and/or other controlled substances and any other factors relevant to suitability of employment.

HISTORY:

Established: 09/06
Revised: 12/12/17
Approval/Adoption Date: 11/29/06

Revised Classification
Approval/Adoption Date: 01/18/18 – Civil Service Commission