

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## PUBLIC INFORMATION MANAGER

<b>JOB CODE: 20118</b>	<b>PAY GRADE: 25</b>	<b>PAY RANGE: \$64,800 - \$103,680</b>
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### GENERAL DESCRIPTION

Under the direct supervision of the Director of Public Relations, the main focus of this position is to manage the agency's media relations, work with agency staff on special projects, and supervise the agency awards program. Work is reviewed through conferences and observation of results obtained. **Subject to call-out 24 hours a day.**

**SUPERVISES OTHERS:** Yes

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Manages media response, to include news releases; on-call duties; research; and supervision of personnel involved in such activities;
- Assists in the development of speeches and news releases;
- Performs program management activities to include agency awards, Distinguished Service Awards, Length of Service Awards, promotion, graduation, and swearing-in ceremonies, and other special projects as assigned;
- Supervises unit activities, including budgeting, community concerns, reports and policy review;
- Responds to public records requests from media and citizens;
- Provides supervision, guidance, training, and motivation to assigned personnel, evaluates performance, and initiates corrective action as needed;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This list of duties and responsibilities is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional duties and responsibilities as necessary.

### QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in related field
- Five (5) years' related experience with two (2) years' supervisory experience
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license



## KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to make decisions in when and how to communicate complex issues with the media
- Knowledge of Florida Public Records Law when dealing with the media on a daily basis and when responding to inquiries from citizens and agency members
- Verbal and written communication skills to respond to inquiries from the media and the public in a professional and articulate manner
- Management skills to develop and review the Bureau's budget as well as when coordinating various agency events or projects
- Knowledge in the use of a variety of office and computer equipment and related software; the ability to operate communication equipment and digital camera
- Ability to drive a vehicle
- Knowledge of ADA, FMLA, Workers' Compensation and FLSA to ensure proper adherence and assist supervisors to make decisions on various issues within the guidelines of state/federal/agency laws, rules and regulations
- Ability to motivate staff and fellow employees by directing and modifying procedures and controls; encourage employee behavior to achieve both personal and agency goals in order to fulfill the mission of the agency
- Ability to review and/or complete personnel evaluations of staff in accordance with agency policies to ensure they are fair and impartial, and accurately reflect the job the employee performs
- Ability to establish and maintain effective working relations within and outside the agency
- Ability to communicate effectively both verbally and in writing
- Organizational skills
- Time management
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



## PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 8 hours per day
- Stand up to 1 hour per day
- Walk up to 3 hours per day
- Drive up to 1 hour per day
- Occasionally lift up to 10 lbs.
- Occasionally bend, reach, or twist