



Job Title:	Public Information Officer	
Salary:	DOQ	
Department:	Administration	05/12/2017

JOB SUMMARY:

The incumbent will develop, implement and maintain an effective public information program on either a citywide or departmental basis; serve as the City's spokesperson and primary media liaison; develop positive press releases to media; provide support to the City Council in development of newspaper columns, speeches, and annual report. Desktop publishing and management of computerized databases and spreadsheets, collecting data, producing reports, updating brochures and publications, monitoring and updating activity on the website. Work includes professional application of research and writing skills, selecting news media, preparing and releasing material, and preparing various periodic and special reports. Incumbent will also be responsible for assisting the City Manager with special projects including grant writing.

QUALIFICATIONS:

- Knowledge of current principles, techniques and objectives of public information and relations programs;
- Knowledge of media tactics, including interview techniques and preparation;
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- Ability to develop creative ideas in relation to public information projects;
- Ability to present information clearly and concisely to various audiences;
- Bachelors Degree in Communications, Journalism, Public Relations, or a related field; or five years related experience and/or training; or an equivalent combination of education and experience

PHYSICAL REQUIREMENTS:

The employee is frequently required to sit. The employee must occasionally lift and/or move up to 20 pounds.

Applicant must successfully pass a pre-employment Drug and Alcohol screening and Background check prior to employment by City of Harlingen.

BENEFITS: The City offers excellent benefits including paid holidays, vacation, sick leave, health and life insurance, a retirement system and optional deferred compensation programs.

HOW TO APPLY: Applications are available at City of Harlingen City Hall, 118 E. Tyler, Harlingen, 78550; City Website: www.myharlingen.us