

## **JOB NOTICE**

The **Gulf County Sheriff's Office** is accepting applications for Public Information Officer. An application and complete job description are available at the Gulf County Sheriff's Office or <http://www.gulfsheriff.com/resources.cfm>. Non-Sworn Staff Employment Applications will be accepted until Friday, October 4, 2024. Applications must be submitted or mailed to the Gulf County Sheriff's Office, ATTN: Capt. Chris Buchanan, 418 Cecil G. Costin, Sr., Blvd., Port St. Joe, FL 32456. For more information, please contact Capt. Chris Buchanan at 850-227-1115 (ext. 2728). Gulf County Sheriff's Office enforces a Drug-Free Workplace Policy and is an Equal Opportunity Employer.

# **GULF COUNTY SHERIFF'S OFFICE**

## **Job Description**

<b>Job Title:</b>	Public Information Officer
<b>Hours of Work:</b>	Full-Time; primarily Monday-Friday 9:00 am to 5:00 pm; may be required to cover occasional special events on nights and weekends; subject to call for critical incidents.
<b>Rate of Pay/Benefits:</b>	\$50,000-\$60,000/year; Florida Retirement System; Health Insurance; Dental Insurance; Life Insurance; Deferred Compensation; Employee Assistance Program; Annual Leave; Sick Leave; Holidays; and Agency assigned vehicle.

### **General Description:**

Assist with daily operations of the Office and provide information, files, and records to members of the media as requested. Duties will include facilitating and providing on-camera interviews, utilizing agency databases, maintaining the agency's website and social media platforms, assisting with the development of agency publications, and helping coordinate agency events. The PIO is subject to call after normal business hours to assist the media after hours, issue news releases, manage social media, and respond to critical incidents.

### **Essential Functions and Responsibilities:**

This position reports to the Sheriff and is responsible for leading the strategic communications efforts of the Gulf County Sheriff's Office. Responsibilities include but are not limited to:

- Manage and promote the brand of the Gulf County Sheriff's Office while ensuring consistency across all marketing efforts.
- Conceptualize and create internal and external communication pieces including public safety campaigns, annual reports, strategic plans, flyers, brochures, staff presentations, and various other collateral.
- Fulfill daily public records requests from the public.
- Write press releases while fulfilling public record requests and inquiries made by news media.
- Maintain and foster relationships with news media, surrounding law enforcement and elected officials, community members, and other stakeholders.
- Manage and maintain all agency social media platforms, the Agency's mobile application, and website.
- Organize and manage news conferences and media interviews, often with minimal time to prepare, both on- and off-site during critical incidents.

- Organize, plan, and coordinate all the agency's signature events including the annual Christmas Toy Drive and the Kid's Easter Baskets in addition to ad hoc events including community meetings, or Law Enforcement memorial events.
- Make presentations to community groups, new employees, existing employees during in-service training and other stakeholders.
- Work alongside command staff to support agency-wide recruitment efforts, and identify storytelling opportunities related to services, programs, and member accomplishments.
- Other duties as assigned by the Sheriff or Chief Deputy.

**This position may be considered essential and, in the event of an emergency or natural disaster, may be required to work. This list 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 functions and responsibilities, as necessary.**

#### **Minimum Requirements:**

- Bachelor's degree in a related field (e.g., Communications, Journalism).
- Experience preferred in strategic communications, law enforcement public information, public relations, television or print media, or a related field. (Preference may be given to applicants who possess strong writing skills and have prior law enforcement experience).
- Social Media experience.
- Must have a current valid Florida Driver's License, or the ability to obtain one.
- Successfully pass a physical and pre-employment drug screen.
- Must submit to a complete background investigation, criminal history check, and fingerprint submission.

#### **Knowledge, Skills, and Abilities:**

- Ability to maintain good relations with the public.
- Ability to manage social media platforms including, but not limited to, Facebook, X, and Nextdoor.
- Excellent written and verbal communication skills.
- Demonstration of sound judgment regarding when to publish content on social media, website, etc.; seeks supervisor's direction when needed.
- Self-motivated with a high level of initiative.
- Knowledge of the basic techniques involved in photography.
- Ability to work in a time-sensitive but highly confidential environment.
- Ability to effectively communicate with the public, other agencies, and staff.
- Ability to multi-task and prioritize work assignments.
- Ability to operate equipment and instruments utilized in meeting job requirements and operational responsibilities.

- Considerable knowledge of modern office business equipment and computer operations practices and procedures.
- Good knowledge of grammar, punctuation, spelling, and formatting
- General knowledge of the criminal justice system, including terminology, processes, and procedures.
- Ability to complete accurate work while meeting deadlines.
- Time management, organizational, and problem-solving skills.
- Strong attention to detail.
- Ability to effectively and courteously interact with the public and fellow members.
- 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.
- Understanding of Florida Public Records Law.
- Ability to comply with the Drug-Free Workplace Act.

**Physical Abilities:**

The physical abilities listed below are estimated 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, squat, reach, kneel and twist.

**This list of functions, duties, and responsibilities, skills, and physical abilities is not intended to be all-inclusive, and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.**