



VACANCY NOTICE

TITLE: Public Information Specialist

LOCATION: BOCES Wide

REPORTS: Print Shop Supervisor

TERMS: Full time, 12 months

QUALIFICATIONS: Bachelor's degree in PR or closely related field or combined experience to meet Civil Service requirements

RESPONSIBILITIES/DUTIES: Serves as an information liaison between the agency and the community at large including keeping the community informed about activities through news releases and providing prompt responses to requests for public information about agency programs; Supervises, coordinates and participates in the production and distribution of various types of multi media material; Develops and collaborates on web content, exhibit designs, booklets, pamphlets, flyers and articles for public distribution; Maintains an up-to-date file of all newspaper clippings resulting from information output as a way of monitoring the local media; Supervises and coordinates photography to be used for publication and maintains a file for future use; Sets annual objectives for public information program; Does staff training in communications including writing for the general public, public speaking, and projection of positive image about their place of employment; Coordinates group tours of the facilities by outside visitors; Assesses public reaction to agency activities by providing verbal or written response, working closely with agency staff; Stays abreast of professional practices in the field of communications by attending regional conferences and through membership in professional organizations.

SALARY/BENEFITS: 53,000 – 80,500 depending on experience.

STARTING DATE: As soon as possible.

TO APPLY: Send cover letter, resume, Delaware County civil service application and DCMO BOCES application.
Applications reviewed as received.

DCMO BOCES Application found at:
<http://www.dcmoboces.com/application>

Delaware County civil service application found at:
http://www.co.delaware.ny.us/departments/pers/docs/employee_docs/DC%20Application%2020191121%20savable.pdf

Apply online:
www.OLASjobs.org
-or-
<https://dcmo.mightyrecruiter.com>

By mail:
Human Resources Department
Delaware-Chenango-Madison-Otsego BOCES
6678 County Road 32
Norwich, NY 13815-3554

DCMO BOCES does not discriminate based on actual or perceived race, color, religion, religious practice, national origin, ethnic group, sex, gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability, weight, predisposing genetic characteristic, domestic violence victim status, or any other basis prohibited by New York State and/or federal non-discrimination laws.