

July 1, 1999

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

SUPERVISING PUBLIC INFORMATION OFFICER

DEFINITION:

Under direction, to plan and direct the most complex, sensitive and high profile public information programs in the City; to supervise the work of a professional staff; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is reserved for those positions in departments having the most complex and extremely high profile public information programs. Responsibilities include supervising a professional public information staff. On the other hand, other Public Information Officer classes have responsibility for less complex and sensitive programs and need not supervise a professional staff.

*** EXAMPLES OF DUTIES:**

- Plans and directs the implementation of the City's largest and most sensitive public information programs;
- Supervises a professional staff engaged in developing specific programs for state and national forums and media;
- Represents the City before state and national forums;
- Acts as liaison with state and national media;
- Responds to the most difficult and sensitive inquiries and complaints from the public;
- Assigns, trains, and evaluates the work of subordinates.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

A Bachelor's degree or equivalent education (i.e., minimum completed units of 120 semester/180 quarter); **AND** four years of experience in public relations or public information work.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.