



Public Information Officer City of Wheeling

The City of Wheeling is seeking a Public Information Officer. General duties include executive details of media relations, communication programs and projects for the departments. Supervises and implements a wide range of communication activities including media relations and special events. Acts as an official spokesperson and primary media contact for the Police Department and supports the Fire Department in a similar capacity as needed. Work is performed under general supervision of Chiefs of Police and Fire and the Office of the City Manager.

The Public Information Officer coordinates and implements public and transportation safety programs, materials, press conferences, media announcements, and news releases. Develops & maintains working relationships with local, state, and national media organizations. Responds to media inquiries and disseminates information to news media. Directs public information materials and projects. Determines communication strategies and prioritizes assignments and establishes deadlines. Develops internal and external public relations efforts and projects for the Chief of Police. Contributes to development of the website to make the public and media aware of all Department programs and activities. Maintains public relation office files. Researches, develops and delivers statements on behalf of the Department in responses to media and public inquiries. Responds to the scenes of incidents attracting significant media attention to manage on-scene media and release information. Releases statements related to traffic incidents and investigative matters in a timely, accurate, and professional manner.

Bachelor's degree in Public Relations, Journalism, Communications, Liberal Arts or related field from an accredited college or university and at least two years of experience in Public Relations, Journalism, or related work or equivalent combination of education and experience. Must be familiar with publication principles, concepts, and techniques, specifically desktop publishing software and web design, the Codified Ordinances of the City of Wheeling, City Charter, local, state, and federal laws. Photographic skills preferred. Special requirements include possession of a valid appropriate driver's permit issued by the State of West Virginia. Must successfully complete polygraph examination, background investigation, criminal history check, pre-employment physical including drug screen. Exempt - at will appointment.

Upon hire, must secure and maintain residency within the City of Wheeling or Ohio County or of certain portions of Marshall County and Brooke County, including geographic area south of Moundsville, WV and extending north to Bruin Drive, north of Wellsburg, WV and bounded by

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the Ohio River upon the West and the Pennsylvania State line upon the East, within six (6) months of employment.

Applicants with the required qualifications interested in applying for this position must submit a letter of interest outlining specific qualifications and/or resume no later than **Friday, May 13, 2016**, to:

Teresa Hudrlik, Human Resources Director
1500 Chapline Street / Room 301
Wheeling WV 26003

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