



**POSITION OPEN**

**ADMINISTRATION DEPARTMENT  
PUBLIC INFORMATION OFFICER**

**Job Posting Date – October 11, 2017**

The City of Conway is accepting applications for the position of Public Information Officer. This is a full-time position reporting directly to the Deputy City Administrator. This position will be responsible for the timely and efficient communication of City information to various audiences, including the news media, citizens, City Council, departments, staff members, and the public at large. Communicates through various tools and technology, including voice, telephone, print, television, radio, internet and the City's social media websites; responds to questions; provides information on upcoming events; and writes, designs, produces, and distributes monthly staff newsletter.

This position will develop, implement, and maintain an effective public information program for the City; serve as primary spokes/contact person in providing information to the public regarding City government; respond to media inquiries, including after-hours and weekend media requests; respond to inquiries or comments from the public via telephone, e-mail, or mail; answer general questions or refers questions to appropriate individual/department; coordinate the City's information efforts during emergencies/natural disasters; oversee and coordinate media relations activities for the City; write and edit newsletters, news releases, articles and public service announcements addressing the latest activities of the City; publicize and inform media of upcoming meetings and events; attend and take notes at Council meetings; creates, maintains and updates the City's internet site, the City's social media websites and the City's government access channel. Maintains and updates the City's recorded information line(s); perform other related duties as required.

**Required Education, Training and Experience:** Bachelor's degree in Journalism, Public Relations, Communications, or closely related field; a minimum of five (5) years of experience in public relations, media relations, journalism, or broadcasting, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a driver's license valid in the State of South Carolina.

Entry level pay for this position is \$59,256.00 annually.

Interested persons should submit an application and resume to: Lynn S. Smith, Human Resources Director, PO Box 1075, Conway, SC 29528. Applications may be downloaded from the City's website at [www.cityofconway.com](http://www.cityofconway.com). The deadline to apply for this position is Monday, November 13, 2017.

**CITY OF CONWAY IS A DRUG FREE AND EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**