



City Of Tampa

Department of Human Resources

EMPLOYMENT OPPORTUNITY

APPLY AT: City of Tampa

Employment Services

City Hall, 2nd Floor, corner of
Kennedy Blvd. and Florida Avenue

MAILING ADDRESS:

306 E. Jackson St., Tampa, FL 33602

HOURS: 8 AM – 5 PM, Mon. thru Fri.

TELEPHONE: ...813/274-8911

“Job News” Line...274-8115

FAX: 813/274-8913

WEBSITE: www.ci.tampa.fl.us/.

Equal Opportunity Employer-F/M/H/V

8/23/2013

Fire Public Info Officer
FLSA: Exempt

(709000)

SALARY RANGE:

(N35) \$54,724.80 - \$82,035.20 a year

JOB CODE: 709000

BENEFITS: Health, vision, dental, and life insurance; annual and sick leave; paid holidays; pension and tax-deferred compensation (457) plan; and more.

NATURE OF WORK: The Public Information Officer is responsible for serving as the spokesperson and coordinator of public information for Tampa Fire Rescue. An employee in this position must exercise considerable initiative and independent judgment, including ensuring the accuracy of all information before release, as well as considerable discretion pertaining to the release of information. As spokesperson for the Fire Chief, tact and courtesy dealing with the media and the public is essential, regardless of the difficulty of any situation. This position must be able to work an on-call schedule, including response to emergency scenes as required.

EXAMPLES OF DUTIES:

- Coordinates public information efforts on behalf of Fire Rescue to assure that the press and public are provided with access to timely, accurate, and informative news concerning operations and programs.
- Guides, contributes to, and participates in departmental public relations efforts for the purpose of promoting trust, cooperation, and understanding.
- Coordinates and facilitates the dissemination of information to the media and the general public; prepares news releases and schedules and organizes press conferences.
- Assists Public Education personnel as they provide public relations events for the purpose of providing effective life-safety education programs.
- Conducts research on materials for feature newspaper and magazine articles and radio and television stories and documentaries. Compiles information, writes, edits, and publishes departmental newsletters; executes layout, editing, and publication of the departmental annual report.
- Arranges for and coordinates the participation of fire rescue personnel at events as needed.
- Prepares and disseminates information regarding fire rescue through newspapers, periodicals, television and radio and other forms of media; prepares for and provides interviews to the news media in various formats including on-camera and telephone.
- Guides department training for public information including but not limited to classroom and mentoring.
- Prepares reports and correspondence and performs related tasks.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Extensive knowledge of public relations, communications and public information dissemination techniques, public speaking principles and practices.
- Considerable knowledge of news media organizations and methods of operation.
- Considerable knowledge of modern office practices, procedures and equipment.
- Working knowledge of modern office practices, procedures and equipment, and computer applications including but not limited to word processing, spreadsheets, databases and video and photo editing.
- Ability to speak clearly and succinctly, write, edit and disseminate documents for internal and external use, including but not limited to professional articles, newsletters, video scripts and training materials.

- Skill in interpersonal interaction with the general public, local news media and community groups in emergency situations.

QUALIFICATIONS: Graduation from an accredited college or university with a bachelor's degree in mass communications, journalism, public relations, public or business administration, or related field and one (1) year experience in public relations or mass communications, including six (6) months experience dealing with public safety and/or emergency response agencies.

LICENSES OR CERTIFICATES: Possession of a valid Florida Driver's License.

EXAMINATION: Evaluation of training and experience. Drug testing is included in all pre-employment processing. A background investigation and polygraph examination will be conducted on the selected candidate.

TO APPLY: To be considered for this position, applications must be received or postmarked by the closing date of October 8, 2013. Applications received or postmarked after the closing date will not be processed.

HELPFUL HINTS FOR COMPLETING YOUR APPLICATION: Please register as a MyTampaGov member **before** you begin the application process. This will enable you to view and re-use information from previously submitted applications to complete and submit any future applications. Please make certain your application is complete and the information you provide clearly demonstrates that you possess the minimum job qualifications as stated in the job announcement. Resumés can be submitted in support, but not in lieu, of an application. Resumés and copies of certifications or other required documents may be attached to your online application or e-mailed to careers@tampagov.net.

8-23-13 (709000)

Note: Applications must be received or postmarked by the closing date. Applications received or postmarked after 10/8/2013 will not be processed.

This office reserves the right not to consider those applications that have incomplete information, or that are received without necessary transcripts, certificates, licenses, or other required documents.
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