



Public Information Coordinator - Largo Police Department

Job Requisition	R-285 Public Information Coordinator - Largo Police Department (Open)
Job Family	Police Administration
Start Date	11/05/2021
End Date	12/04/2021
Primary Posting	No
External Posting URL	https://largo.wd1.myworkdayjobs.com/external/job/Largo-Police-Department/Public-Information-Coordinator---Largo-Police-Department_R-285
Description	Mission: Provide Superior Services that Inspire Community Pride

Vision: To be the Community of Choice in Tampa Bay

Values: Integrity, Collaboration, Passion, Creativity

Largo's commitment to a High Performance Organization (HPO) model builds a flexible and resilient organization that intentionally builds leadership capacity at all levels of the organization.

CITY OF LARGO ... Naturally A Great Place to Work!

Closing:

12/4/2021

Salary:

\$51,771 - 82,826 USD Annually

Job Summary:

The Public Information Coordinator is responsible for the professional and administrative control of information from the Largo Police Department. The work consists of a considerable amount of writing and editing a wide variety of items for publishing. The position is responsible for the preparation of internal and external written communications, articles, and scripts as well as the creation of agency videos, public service announcements and programs as assigned.

Position reports to the Chief of Police.

****Applications with incorrect or incomplete information will not be considered****

EMERGENCY RESPONSE STATUS: As a condition of employment, City of Largo employees will be required to work as directed during an undeclared and/or a declared emergency. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the official job description.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

All employees share components of leadership, management, technical, and team skills to assist in making the City of Largo the community of choice in Tampa Bay.

Leadership

- Demonstrates an understanding and reflection of the City's mission, vision, and values and a commitment to achieve organizational goals aligned with the City's strategic plan



- Champions a high performance work culture that encourages and embraces inclusion, new ideas, develops individuals and welcomes and encourages diverse perspectives
- Articulates strategic and innovative thinking and provides clarity to deliver superior services
- Approaches the job with enthusiasm and curiosity to promote a solutions-oriented work culture

Management

- Effectively manages assignments and priorities to ensure the fulfillment of projects, tasks, and responsibilities
- Follows suggested procedures to assure the highest standards of risk management, employee safety and risk avoidance

Technical

- Reads and reviews information, news, current events, and agency related activities that may impact or effect the City and/or the community to gain information for potential messaging deliverables to agency stakeholders; monitors social media and other digital sources of information; reviews police reports, dispatch records and police related call notes
- Interacts with team members in a collaborative manner to develop communication pieces; reviews significant activities to determine if and how messages are created; briefs staff on messaging ideas and intent to apprise them of developed communications; informs department of current events that may need special attention or dedicated messaging; works independently to develop and create meaningful messaging and reviews messaging with department
- Interacts with other law enforcement agencies and the community in the communication, creation, and collaboration of impactful and meaningful messages; attends periodic meetings outside of agency; meets with various organizations, local businesses, and community groups
- Assists with communication projects designed to promote the agency, agency activities and fosters trust within the community
- Creates and delivers messaging to television, radio, and print news sources and by posting on social media and various websites; responds to inquiries for information or interviews from these sources
- Produces video projects from start to finish using various software platforms and video editing tools
- Demonstrates sound judgment regarding when to publish content with clear understanding of Florida Public Records Laws

Team Skills

- Supports honest and transparent decision-making
- Collaborates with all team members in a way that builds upon ideas and takes personal accountability and ownership of projects, roles, and assignments
- Openly exhibits a positive attitude, in words and action, and encourages others to do the same



- Develops and cultivates a working rapport with command staff and external peers

Performs related work as required.

****IMPORTANT INFORMATION****

Process:

All candidates must complete an online City of Largo Employment Application. All documents must be uploaded with your application prior to the closing date. We cannot accept hand carried, faxed, mailed or e-mailed documents.

For consideration, all applicants must also complete their background process through:

Police Applicant Screening Service (PASS) at:
SPC Allstate Center
3200 34th Street South, Suite 135
St. Petersburg, Florida 33711

Telephone: 727-864-3822

Policestandards.org

Please note: The PASS process does not have to be completed to apply, however, candidates who have a PASS file will receive priority in application consideration. PASS conducts screening which includes a polygraph, written examination, administrative interview and background investigation. To expedite the hiring process, please begin your processing with PASS as soon as possible. Should an offer be extended, the Police Department will reimburse the basic Public Safety Applicant Screening fees upon hire date. For PASS related questions, please visit their website listed above.

The Police Department's screening process includes:

1. Pre-Screening
2. Oral Board Interview

After an offer of employment is given, applicants must successfully complete the following:

Psychological evaluation

Medical examination (and drug screening)

PASS process (if not done prior to hire)

Credit Check

FDLE AND CJSTC SECURITY CLEARANCE



MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree in Journalism, Marketing, Advertising, Communications, Public Relations, or a closely related field and three (3) years directly related experience in journalism, public relations, promotional advertising, marketing, public relations, communications, or equivalency of training and experience
- State level Public Information Officer (PIO) Certification preferred
- Operational experience in a Windows-based environment to include video projects and video editing tools using various platforms
- Intermediate experience in social media and mass media platforms
- Valid Driver's License

Knowledge, Skills, and Abilities:

- Exceptional writing and communication skills
- Ability to clearly articulate messaging through written, oral, and digital methods
- Ability to write and speak clearly, tactfully, and succinctly in a variety of communications settings
- Knowledge and experience with current social media platforms and technology
- Knowledge of Florida Public Records Laws
- Must be self-motivated and able to work independently and within a group
- Must be able to successfully navigate and manage multiple social media platforms by reviewing information and creating effective messaging
- Must have the ability to write articles, internal/external communications, scripts for agency videos, public service announcements and program proposals
- Must work cooperatively with other agencies, City departments and external law enforcement partners
- Must be able to create successful and beneficial liaisons with the various media outlets throughout the community

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS

Work Environment: 95% inside a climate-controlled building; 5% outside which includes driving.

Physical Requirements: The essential functions of the job require: sitting approximately six (6) hours per day, standing approximately one (1) hour per day, and walking approximately one (1) hour per day. The job also requires frequent: fine manipulations, grasping, reaching, and repetitive motion, with occasional: lifting/carrying objects weighing up to 15 pounds.

Sensory Requirements: Hearing: Ability to understand what others are saying in normal conversation and on the telephone. Speaking: Ability to communicate orally with others and speak effectively on the telephone and while giving formal presentations to groups. Seeing: Ability to see and read plans and



computer monitor screens, operate a vehicle, and read normal and/or fine print.

Driving Requirements: Requires occasional driving and possession of a valid Florida Driver's License.

Technology: The work requires ability to operate telephones, smart phones, tablets, photocopiers, printers, desktop and/or laptop computers, calculators, and all associated software. The work also requires proficiency with computer hardware and software programs including word processing, spreadsheet and/or database applications, internet applications, and database management.

IMPORTANT INFORMATION:

Yes - DRUG TESTING (Safety Sensitive)

No - CHILDCARE FINGERPRINTING

Yes - CREDIT CHECK

Yes - FDLE AND CJSTC SECURITY CLEARANCE: As mandated by the FDLE, CJSTC and the Largo Police Department, this position may be subject to additional security clearances due to access to the police department facility or police department's electronic data.

Elements of Selection Process:

1. Review of applications for selection of individuals to be interviewed.
2. Schedule those applicants selected to be interviewed.
3. Selected applicants will interview with panel.
4. Conduct criminal background check and driving history record on top applicant.
5. Schedule polygraph for selected top applicant.
6. Schedule physical for top applicant.
7. Verification of three (3) personal references.
8. Schedule applicant to report to sign in at Human Resources and first day of work.

Duration of The Process:

The expected duration of the interview selection process for filling the position should take approximately three (3) to four (4) weeks or longer depending on the size of the applicant pool.

Agency's Policy On Reapplication:

If not selected, you may reapply for this or any other position at any time posted.

Worker Sub-Type	Regular
Location	Largo Police Department
Time Type	Full time
Locations	
Supervisory Organization	Police (Jeffrey Undestad (000206))