

HILLSBOROUGH COUNTY **SHERIFF'S OFFICE**

DAVID GEE, SHERIFF

Tampa, FL



joinhcsso.com

Job Title: Senior Public Relations/Information Specialist
Job Code: W1374
Pay Grade: WJ
Exempt: No
Probation: Twelve-month initial probationary period

Job Overview

Perform senior level informational and referral duties to assist the public in locating and accessing various services provided by the Hillsborough County and other community agencies.

Job Duties and Responsibilities

Note: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Depending on assigned area of responsibility, incumbents in the position may perform some or all of the activities described below.

- Plan, supervise, and assign guides or hosts for the presentation of orientations and tours.
- Prepare or obtain handouts, brochures, and other promotional material for use during presentations and tours.
- Make arrangements for tours through installations; in or around equipment or on board vessels, aircraft, and similar facilities by maintaining liaison with agency/ department officials.
- Invite and schedule speakers for special events and programs.
- Speak to civic, governmental, and other interested groups concerning County programs, services, and facilities.
- Receive and track complaints, requests, and inquiries and coordinate actions to achieve prompt and satisfactory resolution.
- Assist the public in accessing County services.
- Compile data and participate in preparing statistical analyses and reports of activities and achievements.
- Direct and participate in the preparation and publication of various manuals, reports, pamphlets, and brochures for use during presentations and tours.
- Supervise, train, and participate in the hiring of subordinate staff, volunteers, and student interns.
- Operate various types of equipment and office machines as necessary.
- Perform other related duties as required.

Knowledge, Skills, and Abilities

- Considerable knowledge of County and community resources and of available information and service sources.
- Considerable knowledge of office practices and procedures.
- Skill in making presentations to groups.
- Ability to deal courteously and effectively with the public.

HILLSBOROUGH COUNTY **SHERIFF'S OFFICE**

DAVID GEE, SHERIFF

Tampa, FL



joinhcsso.com

- Ability to plan, organize, and supervise the work of other employees.
- Ability to communicate effectively, both orally and in writing.
- Ability to operate general office equipment.
- Ability to work effectively with others.
- Ability to use a computer and related software.

Minimum Qualification(s)

Note: Applicants must meet the following requirement(s) to be considered minimally qualified for the job.

Graduation from a high school or possession of a GED Certificate; and
Three years of experience working in a public contact capacity.

Additional Requirements

- Possession of a valid Florida driver's license at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months.
- No illegal drug use after 30 years of age.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- Prior military personnel must not have a dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a criminal background investigation or update including polygraph, reference/employment/neighborhood checks, and medical evaluation.