



## Title: Public Information Officer (P.I.O)

FLSA Status: Non-Exempt

### BRIEF DESCRIPTION:

The purpose of this position is to serve as the official representative of the City of Thibodaux’s Police Department as directed by the Chief of Police. The Public Information Officer is authorized to speak for, or on behalf of, the Chief of Police and the Police Department. The P.I.O. shall be responsible for the development and implementation of the agency’s public information programs.

### ESSENTIAL FUNCTIONS:

The public information officer’s essential functions are to release police department information to the public and the news media. To maintain an effective working relationship with the news media and the citizens of Thibodaux. The P.I.O. serves as an adviser to the Public to inform and promote police department activities.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	M	Coordinates media relations, writes news releases and articles, participates in radio and television interviews and promotions. Develops initiatives to promote community relations with the Thibodaux Police Department;	50%
2	M	Receives citizen concerns and coordinates the receipt and response to complaints, requests, and inquiries; initiates corrective action or prepares replies; and follows up with citizens to ensure satisfaction;	30%
3	<u>L</u>	Posts public information to the City’s internet and social media sources;	20%



**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocation, administrative, or technical nature which may be obtained with two year associate’s degree, diploma or equivalent from a college, technical, business, or vocational school; experience may be considered in lieu of a degree.
Experience	Over one year and up to and including three years
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work requires regular interaction involving exchange and receipt of information.
Freedom to Act	Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	This job title has no budgetary/fiscal responsibility
Reading	Intermediate- Ability to read papers, periodicals, journals, manuals, dictionaries, and thesauruses. The ability to utilize business software (i.e. Microsoft Suite – Excel, Power Point, Word).
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurements. The ability to utilize software for spreadsheet applications (i.e. Excel).
Writing	Advanced – Ability to write reports, news articles, press releases, business letters and summaries with proper format, punctuation spelling, and grammar, using all parts of speech. Ordinarily, such education in at the college level or above. However, it may be obtained from experience and self-study. The ability to utilize software for business writing applications (i.e. Word).
Certification & Other Requirements	Must be at least 21 years of age, pass the required Civil Service Examination and be in a selectable position. Must be able to obtain a valid driver’s license without record of suspension or revocation in any state; felony convictions and disqualifying criminal histories within the past three years are not allowed; misdemeanors will be evaluated on an individual basis. We reserve the right to reject any applicant on misdemeanor convictions;



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	communicating with co-workers, observing work duties, observing work site
Sitting	F	driving, desk work, meetings
Walking	F	around work site, to other departments/offices/office equipment
Lifting	O	equipment, supplies, files
Carrying	O	equipment, supplies
Pushing/Pulling	O	equipment
Reaching	O	for supplies and files
Handling	O	paperwork
Fine Dexterity	O	computer keyboard, telephone keypad, calculator
Kneeling	R	retrieving items from lower shelves/ground
Crouching	R	retrieving items from lower shelves/ground
Crawling	R	under equipment
Bending	R	making repairs, retrieving items from lower shelves/ground
Twisting	O	getting inside vehicle
Climbing	O	ladders, step stool
Balancing	R	on equipment, on ladders, on step stool
Vision	F	Computer screens, driving, observing work site, reading
Hearing	F	communicating with co-workers and public and on telephone,
Talking	F	communicating with co-workers and public and on telephone
Foot Controls	F	driving
Other (specified if applicable)		



**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Police Vehicles, service weapon, computers, and radios.

**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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<b>-Health and Safety Factors-</b>	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	F
Physical Danger or Abuse	F
Other (see 1 below)	N

<b>-Environmental Factors-</b>	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	S
Physical Hazards	D

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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<b>-Description of Non-Physical Demands-</b>	<b>-Frequency-</b>
Time Pressure	F
Emergency Situation	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 2 below)	(2)

(2) Outdoors and vehicle.

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	X
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



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**SIGNATURE – REVIEW AND COMMENTS:**

I have reviewed this description and understand the requirements and responsibilities of the position.

	_____ Signature of Employee	_____ Date
_____ Job Title of Supervisor	_____ Signature of Supervisor	_____ Date
_____ Job Title of Department Head	_____ Signature of Department Head	_____ Date

Comments: \_\_\_\_\_  
\_\_\_\_\_  
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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

Created: 1/24/2012