

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID <b>PUC100000</b>
DIVISION OR INSTITUTION <b>Commission Office</b>	UNIT OR OFFICE <b>Office of Public Affairs</b>	COUNTY OF EMPLOYMENT <b>Franklin</b>

POSITION NUMBER <b>20069463</b>	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update			Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree		
	USUAL WORKING TITLE OF POSITION Director of Public Affairs		POSITION NO. AND JOB TITLE OF IMMEDIATE SUPERVISOR PN 20077458 Chief of Staff			
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input type="checkbox"/> Classified <input checked="" type="checkbox"/> Unclassified	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	<input type="checkbox"/> Filled <input checked="" type="checkbox"/> Vacant	Bargaining Unit 22 Page 1 of 2	
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:30 a.m.      TO: 5:30 p.m. (Flextime available)      May require overnight travel					
<b>JOB DESCRIPTION</b>						
%	Job Duties in Order of Importance			Knowledge, Skills & Abilities		
70	Directs and supervises personnel of the Office of Public Affairs (communications, outreach, state and federal legislative affairs and economic development); plans and directs all activities of the Commission Office of Public Affairs which includes administration of all external communication, public relations and marketing for the Public Utilities Commission of Ohio (PUCO). Assists and advises the chairman in developing agency objectives and policies on communication, legislative and consumer education issues and serves as a technical advisor in these areas. Resolves complex/controversial matters; defines agency goals, objectives, and positions. Advises and consults with the Chairman, and Chief of Staff, regarding media strategy; plans the dissemination of PUCO information to the media; processes inquiries from the media regarding Commission actions or pending actions; coordinates intra-agency response and ensures media responses are consistent with overall Commission messages and policies; coordinates inter-agency media issues with other state agencies and the Governor's Communications Office; often serves as the PUCO spokesperson to the media including during emergencies. Monitors Commission issues. Oversees the response to inquiries from federal and state legislators, the Governor's office and other state agencies; participates in agency outreach events; explains Commission programs, policies and positions; conducts meetings. Monitors all planning, operations and results including all final reports issued by the PUCO.			Knowledge of: (1) budgeting, (5) management, (7) workforce planning, (8a) employee training & development, (9b) supervision, (11a) public relations, (12) office management, (13b) PUCO policies & procedures, (16) interviewing, (21a) English grammar and composition, (23) law of press, radio & television, (23b) news writing, editing & reporting; Skill in: (25b) word processing using Microsoft Office Suite software or equivalents, (29) operation of personal computer & standard office equipment; Ability to: (30m) interpret extensive variety of printed or on-line technical material, (30r) deal with many variables and determine specific action, (32l) maintain accurate records, (32s) write and edit articles for publication, (32r) prepare and deliver information to specialized audiences & general public, (32q) use proper research methods in gathering data, (33e) gather, collate and classify information about data people or things, (34f) handle sensitive inquiries from and contacts with officials, media, and general public, (34g) establish friendly atmosphere as department director.		
JOB TITLE <b>Deputy Director 6</b>	List Position Numbers & Job Titles of Positions Directly Supervised: 20069447 – DD2      20069446 – PIO 1 20069588 – Policy Staff      20069448 – College intern 20069465 – Program Administrator 3 20069443 – Administrative Staff			SIGNATURE OF APPOINTING AUTHORITY OR DESIGNEE 		
JOB CODE <b>61316</b>				DATE 5/7/12		

