



Office of Human Resources
City of Springfield, Illinois

Misty Buscher, Mayor
Nikki L. Baker, Director

CITY OF SPRINGFIELD
is seeking applicants for

PUBLIC INFORMATION OFFICER

The Office of Public Utilities, General Office is seeking an individual to assemble and disseminate (or supports the dissemination of) information about the utility to its various publics via news releases, social media, reports and fact sheets through printed, broadcast, website, audio-visual and all other available and appropriate materials and media, as well as through the use of other communications and community involvement activities, including but not limited to open houses, facility tours, speaking engagements, and public exhibits. This position requires knowledge, skill and mental development equivalent to completion of a Bachelor's Degree with focus in Communications, Public Relations, Journalism or a related field of study and one year of experience working in the communications field, preferably in public relations or journalism; or any equivalent combination of education and experience. Extensive professional writing and editing experience, experience in (or ability to gain knowledge in) word processing and design software for digital media and the use of 35 mm and digital cameras. Adheres to department rules, procedures and policies. A valid Class D driver's license is required. **Current employees (where applicable) and persons hired or rehired after 1-1-17 shall maintain their bona fide residence within the corporate limits of the City of Springfield during all periods of service. Newly hired or rehired employees have 12 months from date of hire to establish city residency.**

MINIMUM STARTING RATE: \$3, 230.82 MONTHLY
Salary commensurate with qualifications and experience

Apply to:

<http://www.springfield.il.us>

FINAL DATE TO APPLY: SEPTEMBER 24, 2023 AT 11:00 PM CST

OPEN TO ALL APPLICANTS

IF ASSISTANCE IN APPLYING IS REQUIRED,
PLEASE NOTIFY THE OFFICE OF HUMAN RESOURCES

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER M-F-D-V 9/8/2023

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