

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1241

TITLE: INFORMATION OFFICER I

GRADE: S-21

DEFINITION:

Under general supervision, executes details of information programs, including issuing information to news media, assisting in the editing of publications, and dealing directly with the public; and performs other duties as required.

DISTINGUISHING CHARACTERISTICS OF THIS CLASS:

The Information Officer I is distinguished from the Information Officer II in that the Information Officer I executes details of information programs whereas the Information Officer II plans and executes information programs and/or may serve as the senior information officer in one or more small departments.

TYPICAL TASKS:

Gathers, writes and edits material for news releases and publications to inform the public of County services and activities;
Lays out publications to prepare camera-ready copy;
Answers inquiries and assists news media covering County Government activities;
Takes and processes photographs to illustrate publications and news releases;
Participates in public contact activities such as tours of the County Government Center, speaking engagements, and dealing with the general public.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to write news copy for press and radio according to generally accepted standards (AP Style);
Knowledge of editing and layout techniques;
Knowledge of page design software;
Knowledge of new media techniques;
Knowledge of requirements of news media;
Ability to take the process digital still photographs;
Ability to establish and maintain effective relationships with the public, news media and County employees.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
Bachelors degree in journalism or a related field, and three years of experience in reporting and editing, broadcasting, or related work; or a combination of the above.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

NECESSARY SPECIAL REQUIREMENTS:

None.

ESTABLISHED: April 23, 2007