ORDINANCE 82-35

TO AMEND THE 1981 SALARY ORDINANCE TO CREATE THE POSITION OF CITY INFORMATION OFFICER IN THE DEPARTMENT OF PUBLIC WORKS

BE IT HEREBY ORDAINED BY THE COMMON COUNCIL OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA, THAT:

SECTION I. From and after the 20th day of May, 1982, the following classified position, salary, and pay schedule for the Department of Public Works be incorporated into SECTIONS I and II of ORDINANCE 81-75, salary ordinance for appointed officers and employees of the City of Bloomington:

SECTION I. Board of Public Works

City Information Officer	$12,798.00

SECTION II. Pay Grade Classification		Salaried Job Rate
19	City Information Officer	$12,798-14,479

SECTION II. The rate shown as salary and wages for the position listed above is the maximun rate.

SECTION III. This ordinance shall be in full force and effect from and after its passage by the Common Council and approval by the Mayor.

PASSED and ADOPTED by the Common Council of the City of Bloomington, Monroe County, Indiana, upon this 2 day of June, 1982.

Patrick J. Murphy
Patrick J. Murphy, President
Bloomington Common Council

ATTEST:

Patricia Williams
Patricia Williams, City Clerk

PRESENTED by me to the Mayor upon this 3 day of June, 1982.

Patricia Williams
Patricia Williams, City Clerk

SIGNED and APPROVED by me upon this 3 day of June, 1982.

Francis X. McCloskey
Francis X. McCloskey, Mayor
City of Bloomington

SYNOPSIS

This ordinance represents the necessary salary ordinance change to include the position of City Information Officer, as described in Appropriation Ordinance 82-7.

City INFORMATION OFFICER

GENERAL STATEMENT OF DUTIES: Assists in the development and implementation of a comprehensive public education program concerning the various functions, programs, and ordinances of the City of Bloomington; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for assisting in the administration of all phases of a public education program. The incumbent has primary responsibility for planning and directing educational activities of city departments and for the coordination of such program activity throughout the community. Instructions are received in a general format and the work is assigned and reviewed under the general policy direction of the Coordinator of Public Works and/or the Assistant Coordinator of Public Works.

EXAMPLES OF WORK: (Illustrative only)

Assists in the planning, direction, and presentation of public education programs concerning local programs, services, policies, and ordinances;
Conducts tours of City facilities for the purpose of public education;
Assists in the investigation and resolution of constituent complaints related to City services and programs;
Relays public support, response, and complaint information concerning City services and programs to the appropriate department head;
Writes and distributes news releases for local media;
Solicits local television and radio air-time for public information releases;
Initiates and directs youth-oriented educational programs concerning City services, programs, and policies;
Maintains contact with appropriate public school officials to establish an ongoing youth education program.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of City programs, services, ordinances, and policies; good knowledge of interrelationships of various City departments and programs; ability to meet and deal effectively with departmental officials and the public and to establish and maintain effective working relationships with other employees and the general public; good knowledge of of standard office procedures and equipment; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING: Considerable prior experience and/or training in the area of public relations and completion of a standard high school course, preferrably supplemented with college level coursework in the educational field; some experience in public education or a related field; or any equivalent combination of experience or training which provides the required knowledge, skills, and abilities.