CITY OF MILWAUKEE

TRANSFER/PROMOTIONAL OPPORTUNITY

PUBLIC RELATIONS SUPERVISOR
(Common Council-City Clerk)

THE PURPOSE: This position is responsible for assisting in the management of all public relations and publications functions of the Public Information Division of the Common Council-City Clerk's Office.

ESSENTIAL FUNCTIONS
- In conjunction with Publications and Information Manager, assists in supervising and directing graphic design staff who provide public relations and publishing functions.
- Writes news releases, newsletters, speeches, brochures, flyers, reports and promotional materials.
- Writes scripts and performs on air television hosting and reporting duties for programming on City Channel 25.
- Performs media relations duties by maintaining various news media contacts, arranges news conferences and disseminates information to the news media and to the public via E-Notify.
- Provides digital/film photography and photographic services.
- Provides public relations advice and counsel.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

REQUIREMENTS
- Bachelor's Degree in journalism, mass communications or related field from an accredited college or university.
- Three years of professional experience closely related to the Essential Functions above.
- Current status and at least three months of experience as a regularly appointed City of Milwaukee or classified Milwaukee Public Schools employee.
- Valid Wisconsin Driver's License at time of appointment and throughout employment.
    Equivalent combinations of education and experience may be considered.

DESIRABLE QUALIFICATIONS
- News media experience or background.
- On air experience in TV or radio broadcast journalism.
- Supervisory experience.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED
- Excellent written, oral, and visual communication skills.
- Ability to prepare written material, perform under deadline pressure, and relate directly with elected officials, department heads, the news media and the general public.
- Must have ability to prepare written scripts for television and be able to perform on air hosting and reporting duties for City Channel 25 programs.

THE CURRENT SALARY GRADE (6) IS: $48,257 - $67,566 annually. However, the department may underfill the position at Salary Grade 5 ($45,280 - $63,396) with promotion to Salary Grade 6 after demonstration of the ability to fully perform all responsibilities of the position.

SELECTION PROCESS: The Common Council-City Clerk's Office will conduct a job related selection process consisting of an evaluation of education and experience, evaluation of writing samples and a personal interview. The selection process may also include written and/or oral exercises. The Department reserves the right to invite only the most qualified candidates to the selection process. The selected candidate will be transferred or promoted into the position. However, if a sufficient number of qualified applications are not received, the Department of Employee Relations may conduct an open examination for this position.

APPLICATION PROCEDURE: You may obtain applications and further information in person or by mail from the City of Milwaukee, Department of Employee Relations, Room 706, City Hall, 200 East Wells Street, Milwaukee, WI 53202-3554, by visiting our website at www.milwaukee.gov/der, or by calling (414) 286-3751.

IMPORTANT: You must also submit 3 samples of news stories or publications that you have written. (From 500 to 2,000 words per sample is sufficient.) Writing samples cannot be returned so do not send the original or an only copy.

All applications and writing samples should be returned directly to Bill Arnold, Public Information Division, City Hall, Room 301-K, 200 East Wells Street, Milwaukee, WI 53202 by **March 14, 2007.**

The City of Milwaukee values and encourages diversity and is an Equal Opportunity Employer.

07-021TR – TK (SM)