

PUBLIC RELATIONS SUPERVISOR
(Common Council-City Clerk)

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:

- Writes scripts and **performs on air television hosting and reporting duties** for programming on City Channel 25.
- 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.
- 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.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in journalism, mass communications or related field from an accredited school or university.
2. Three years of experience closely related to the Essential Functions above.
Equivalent combinations of education and experience may be considered.
3. Residency in the city of Milwaukee within six months of appointment and throughout employment.
4. Valid Driver's License at time of appointment and throughout employment.

DESIRABLE QUALIFICATIONS

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

KNOWLEDGE, SKILLS & ABILITIES REQUIREMENTS:

- 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.
- 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.

THE CURRENT SALARY RANGE (6) IS: \$48,257 - \$67,566 annually.

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