

PUBLIC INFORMATION AND EDUCATION OFFICER (SHERIFF'S OFFICE)

DEFINITION

Under general supervision, work on behalf of the Sheriff's Office, with the public, community groups and schools to initiate and maintain programs aimed at the prevention and enforcement of operating while intoxicated and traffic safety issues.

EXAMPLES OF DUTIES

Identify alternative funding opportunities available to the Sheriff's Office for programs related to, but not limited to, OWI enforcement and education; assist in preparing grant applications for funding of highway safety programs; develop highway safety programs; present programs to students at schools, parents, public and community groups about drinking and driving prevention; and coordinate programs and grant reporting.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a college degree from an accredited college and experience working in a mental health and chemical dependency field, traffic safety programs, public relations and media presentations.

Knowledge, Skills and Abilities: Knowledge of traffic safety issues and OWI prevention techniques; possession of effective oral and written communication skills; ability to establish good community relations; ability to develop programs for presentation to the public; and ability to provide the media with interviews and make media appearances.

Special Requirements: None