



## OSWEGO COUNTY PUBLIC INFORMATION SPECIALIST

The Oswego County Health Department has an immediate opening for a Public Information Specialist who coordinates the organization's communication with the public, develops promotional materials, and disseminates information to shape its image and ensure accurate information is presented. Their duties include writing press releases and website content, creating videos, managing social media platforms and the website. The development and dissemination of materials to support consistent public health and emergency preparedness messaging is essential. Promotional materials include but are not limited to, the visualization of data, news releases, social media posts, brochures, posters, infographic, and flyers. This position will provide support for the department with skills in public relations and graphic design. Incumbent works closely with subject matter experts within the health department.

**Qualifications:** Possession of a bachelor's degree in communications, public relations, public information, journalism, or a field related to public information\*; **OR** Possession of a bachelor's degree and one year of journalistic, promotional or public relations experience which shall have included copy writing or news writing for radio, TV, newspapers, publications, advertising agencies or writing primarily and directly for the media. \*To be qualifying education in "a field related to public information", the degree must have included courses in journalism, advertising, communications, radio, TV or courses designed to prepare the student to work in the media field. A major in English will not be considered as meeting this educational requirement.

**SPECIAL REQUIREMENTS:** Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the position. Participation in Public Health emergency preparedness drills and responses may be required. Select immunizations may be required at time of appointment or at any time throughout the course of employment according to New York State Department of Health or other oversight agency requirements.

This title has been approved to be filled without the need to take an exam for a limited period through the HELP Program. Candidates appointed permanently to this title will NOT need to take an exam and will remain in their position even when the HELP program ends.

**Pay Rate:** \$24.53 per hour plus competitive benefit package including: health, life, dental and vision insurance; NYS Retirement; and Public Service Loan Forgiveness Program.

**To Apply:** Review of applications will begin immediately and continue until the position is filled. Please visit our website to complete an online application or submit a paper application to the address below.

Oswego County Human Resources Department  
46 East Bridge Street  
Oswego, New York 13126  
(315) 349-8209 Fax: (315) 349-8254  
Email: [humanresources@oswegocounty.com](mailto:humanresources@oswegocounty.com)  
Web: [www.oswegocounty.com/humanresources](http://www.oswegocounty.com/humanresources)

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