



An Innovative Community; Authentically Hometown

The City of Mount Vernon

An Equal Opportunity Employer

Job Title:	Community Development/Public Information Officer	Department:	Safety-Service Department
Job Number:	CDO-100	Reports To:	Safety-Service Director
Position Type:	Full-time- 40 hours per week * On call 24/7/365 for situations that may arise.	Address:	236 S. Main St. Mount Vernon, Ohio 43050
Typical Work Schedule:	Monday-Friday 8:00 a.m. to 4:00 p.m.	Starting Rate:	\$62,920.00
Contact Information:	Office of Human Resources 740-462-1852	FLSA:	Exempt/Non-Exempt
How to apply:	Please submit a cover letter and resume to hr@mtvernonoh.gov		

Objectives

The Community Development / Public Information Officer serves as a key liaison between the City and the public by delivering clear, accurate, and timely information regarding community development programs, initiatives, and services. This position supports transparency and public trust by coordinating strategic communications, media relations, and community engagement efforts. The role promotes resident participation and awareness while ensuring consistent messaging across departments. Implements, manages and promotes community fundraisers and fundraising outreach programs in support of community development initiatives, public projects, and civic engagement goals. Through effective outreach, the position advances the City's goals related to growth, redevelopment, and community well-being.

Minimum Education, Certifications, and Experience Requirements

- Bachelor's degree in Public Relations, Communications, Journalism, Public Administration, Community Development, Marketing, or related field (or equivalent combination of education and experience).
- Minimum of 3–5 years of professional experience in public information, government communications, media relations, community engagement, or related public sector work.
- Experience with community fundraising, sponsorship development, or donor engagement preferred.
- Experience in municipal or public sector settings preferred.
- Must obtain and maintain a current State of Ohio driver's license

Job Description

ESSENTIAL JOB FUNCTIONS:

Public Information & Media Relations

- Serve as the City's designated Public Information Officer (PIO) for community development programs and initiatives.
- Develop, coordinate, and disseminate accurate and timely information to the public, press, and stakeholders via press releases, media advisories, talking points, newsletters, and web/social media content.
- Act as a primary city spokesperson and media contact; organize press conferences, respond to media inquiries, and manage media relations during routine and emergency situations.

Community Engagement & Outreach

- Plan, coordinate, and implement community engagement strategies and outreach campaigns that promote transparency, understanding, and participation in municipal community development activities.
- Attend public meetings, city events, and community forums to share information and gather community feedback.
- Partner with departments and community organizations to ensure consistent messaging and effective outreach to diverse audiences.

Fundraising

- Develop and coordinate fundraising initiatives that support City community development programs and projects.
- Build relationships with sponsors, donors, nonprofits, and community partners.
- Collaborate with departments to identify fundraising needs and opportunities.
- Coordinate promotion of fundraising efforts through media, events, and digital platforms.
- Track fundraising outcomes and maintain related documentation.

Strategic Communications & Content Development

- Create and manage content for the City's communication platforms including official website pages, social media, printed materials, and multimedia content to advance community development priorities.
- Advise City leadership and staff on communication strategies, audience messaging, and best practices for public information.
- Monitor media coverage, public sentiment, and community feedback; recommend adjustments to communication approaches as needed.



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Internal Collaboration & Support

- Coordinate with internal departments on messaging for major City projects, plans, and programs, especially those related to community development (e.g., housing, planning, economic development).
- Provide communication support for City council, boards, commissions, and public hearings related to community development initiatives.

Emergency Communications

- Serve as a point of contact for emergency public information and coordinate with emergency management teams to communicate critical information during crisis situations.

Other Duties

- Maintain documentation and records related to communication activities.
- Perform additional duties as assigned that support the City's communications and community development goals.

NON-ESSENTIAL JOB FUNCTIONS:

- Excellent verbal and written communication skills, including press release writing, speech preparation, and key messaging development.
- Effectively represent the City with media, community partners, and the public; act as a spokesperson when needed.
- Strong organizational and project management skills, with an ability to prioritize and manage multiple tasks concurrently.
- Performs related non-essential functions as required.

JOB REQUIREMENTS

Equipment: Ability to operate a variety of office equipment such as computer and related software, copier, scanner, telephone, calculator, FAX machine, VCR/DVD, video projector and other equipment necessary to perform duties. Ability to safely operate a motor vehicle is required.

Knowledge, Skills and Abilities (KSA's):

Knowledge:

- Knowledge of principles, practices, and trends in community outreach, public information, media relations, and social media communications.
- Knowledge of City Government practices and processes
- Knowledge and understanding of how the operations of the department impact related functional groups.
- Knowledge of office management, personnel, financial, and administrative practices
- Know Knowledge of principles and practices of effective customer service and customer-oriented telephone etiquette.

Skilled In:

- Operate a personal computer and word processor. Knowledge of legal calendaring software and legal research software.
- Skilled in organizational, time management, and multi-tasking skills.

Ability to:

- Ability to apply critical thinking skills to effectively define and solve problems, collect data, establish facts, draw valid conclusions using judgment, and analytical skills.
- Ability to work independently and prioritize work.
- Ability to maintain confidentiality of department matters.
- Ability to develop and maintain an effective working relationship with employees, other agencies and the public.
- Ability to effectively communicate verbally and in writing in order to give and receive information in a prompt and courteous manner.
- Ability to learn and manage department operational systems.
- Ability to offer tactical guidance or recommendations to internal and external customers to resolve issues within established guidelines.
- Provides coordination and support of assignments within a department or groups related to the budget.

DIFFICULTY OF WORK

Work is completed in a fast-paced environment with multiple interruptions throughout the day. There will be deadlines to meet for a variety of requirements and reporting. While on the job, candidate may come in contact with difficult and sensitive material. Encounters with the public are stressful at times depending upon the reason for the visit or phone call.

SUPERVISORY RESPONSIBILITY

This position does not supervise other individuals.



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WORKPLACE RELATIONSHIPS

Contact is with co-workers, employees from public and private sector organizations and the public. The purpose of these contacts is to guide and direct, check on progress of work assigned, coordinating services, job development/referrals, make recommendations and handle questions about department, programs, and customer concerns.

PHYSICAL EFFORT AND WORK ENVIRONMENT

Physical Requirements: The physical requirements of the position are identified as sedentary work, which may require the lifting of up to twenty-five (25) pounds.

Physical Activity: The physical activity of the position is manual dexterity, talking, hearing, lifting, pushing, pulling, reaching, and walking.

Visual Activity: The position requires the use of a dual-monitor computer.

Job Location: The minimum work conditions for the position indicate that the individual is not exposed to adverse environmental conditions.

ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

Employee:		Date:	
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Created:
January 2026