



## **PUBLIC INFORMATION DIRECTOR II**

**\$105,506 to \$142,192**

***Salary Commensurate With Experience and Qualifications  
(Comprehensive Employee Benefits Package Provided)  
This position will be filled as exempt from Civil Service\****

The City of Los Angeles Board of Public Works is a five-member executive team that administers the City of Los Angeles Department of Public Works. The Department of Public Works is comprised of five bureaus - Sanitation, Street Services, Street Lighting, Engineering, and Contract Administration - and the Board Office. The Bureau of Sanitation is looking for a Public Information Director II who will oversee the Public Affairs Office. The position will be responsible for planning, developing, and administering a comprehensive public relations, advertising, and information program, as well as representing the department at news conferences and other media and community events.

### **DUTIES:**

A Public Information Director II will oversee the Public Affairs Office, which is located in and primarily supports the Bureau of Sanitation, but also provides services for the Board of Public Works and the other Bureaus within the Department of Public Works. The position will be responsible for media and public relations, including planning, strategizing, communicating, organizing, and responding to various media and public requests, as well as representing the department at news conferences and other media events. Other duties include: program and informational campaign conceptualization; marketing research; advertising; developing and leveraging social media outlets; pre-and post-media crisis planning, management, and response; community outreach and development; budgetary planning and monitoring; and government, corporate and community relations.

### **DESIRED QUALIFICATIONS:**

- Bachelor's degree from an accredited four year college or university including 24 semester or 36 quarter units in public relations, journalism, mass communications writing or English; and
- Seven years full-time paid professional experience responsible for an organization's public relations or news writing, media relations, community relations, public relations events or general public relations function which included one or more of the following: interaction with the communications media and/or general public; experience in analyzing, planning, preparing and disseminating information to publicly promote programs; or communicate organizational policies.

### **HOW TO APPLY:**

Interested applicants should submit a resume, letter of interest and the names and telephone numbers of at least three work-related references (include names, titles, affiliations and telephone numbers) to:

City of Los Angeles Personnel Department  
Attn: Deborah Caruso - Liaison Services Bureau  
Email: [deborah.caruso@lacity.org](mailto:deborah.caruso@lacity.org)

**(Electronic submissions only)**

Questions may be referred to Deborah Caruso at (213) 978-1810



### **APPLICATION DEADLINE**

The filing period may close anytime on or after  
**FRIDAY, AUGUST 14, 2015, 5 p.m. (PST),**  
when sufficient applications are received.

*The City of Los Angeles is an Equal Employment Opportunity Employer*

\*The position of Public Information Director II is an exempt, at-will, management position. The incumbent will not accrue any civil service tenure or contractual employment rights in such position. The Public Information Director II is appointed by, and serves at the pleasure of the Director of Sanitation, and may also be removed, without finding of cause by the Director of Sanitation.