



Rick Staly, Sheriff

FLAGLER COUNTY SHERIFF'S OFFICE

"An honor to serve, a duty to protect."

OPEN POSITION ANNOUNCEMENT			
Job Title:	Public Affairs Officer/Media Relations	Posting Date:	Until Filled
Division:	Operational Services Division	Supervisor:	Public Affairs Manager
Shift:	Monday – Friday	Salary:	\$50, 534.66
DUTIES AND RESPONSIBILITIES:			
<div><div></div><ul style="list-style-type: none">• Write, edit and prepare news releases for distribution.• Correspond daily with the print and electronic media, as well as involvement in community-oriented Agency projects.• Develop working rapport with electronic and print news media.• Assist with special projects, events, and crime prevention presentations involving Agency members and the community.• Use and/or distribute information throughout social media to communicate information regarding Agency programs and services, including emergency and non-emergency information.• Assist in preparation of public service announcements, speeches, and program proposals, including public engagements and radio announcements.• Coordinate speaking engagements with business and/or community groups.• Assist with public information requests from the media.• May participate in Agency recruitment and community relations activities, occasionally involves out-of-county travel.• Attend various community meetings.• May assist and coordinate with Neighborhood Watch Groups.• Create custom power point presentations.• Perform other administrative tasks as directed by the Sheriff or his designee.</div>			
MINIMUM SELECTION CRITERIA:			
<div><ul style="list-style-type: none">• Must have a valid Florida driver’s license.• Graduation from high school or completion of the GED. Associates degree (AA, AS is AS) in Journalism is preferred.• Must show capabilities of performing the minimum standards appropriate to this agency.• </div>			
HOW TO APPLY:			
Any interested and qualified candidates should submit a completed application to HR@flaglersheriff.com .			