



**Public Health**  
Prevent. Promote. Protect.  
Dayton & Montgomery County

## Public Health - Dayton & Montgomery County

Reibold Building, 117 South Main Street, 2<sup>nd</sup> Floor, Dayton, Ohio 45422

(937) 225-4406 • Fax (937) 496-3070

Email: [humanresources@phdmc.org](mailto:humanresources@phdmc.org) • [www.phdmc.org](http://www.phdmc.org)

Facebook/Twitter: @PublicHealthDMC • LinkedIn: @public-health-dayton-&-montgomery-county

### POSITION AVAILABLE

**Position:** Public Information Specialist

**Department:** Public Information

**Office:** Health Commissioner

**Posting Date:** March 27, 2019

**Hours:** Full-time, M - F 8 am - 4:30 pm (**evening and weekend hours; may require work on holidays**)

**Starting Salary /C50:** \$25.64 - \$35.27/hour\*

*\*Salary commensurate with experience*

#### Minimum Qualifications:

- Bachelor's degree in Graphic Design, Communications, Visual Communications, Public Relations, Marketing, Journalism or related discipline; Four years of related experience; Proficient with Microsoft Office software and software programs, such as Adobe Creative Suite. Desktop Publishing in a Windows environment.
- Valid Ohio driver's license and access to a motor vehicle

#### Responsibilities include but not limited to:

- Produces graphic layout and design suitable for printing and web use
- Designs, creates, develops and implements public information and marketing programs of the agency to project a positive public image
- Produces photographic and/or video material for use in publications, website and media communication
- Consults with staff on public relations, public information and marketing for programs and provides technical support on a wide range of subjects for internal and external communication
- Reviews outgoing materials for appearance and context
- Responds to request for information regarding agency programs and activities from news media, other agencies and the public
- Interfaces with community groups to promote positive image of agency
- May be required to play an active role during a public health emergency, crisis, outbreak, incident or event in which the Health Commissioner deems additional changes in responsibilities and working locations / hours.

#### How to apply:

- Complete the application found on our website: [www.phdmc.org/about/employment-postings](http://www.phdmc.org/about/employment-postings).
- Fax, email, or deliver the completed application to Human Resources at:

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117 South Main Street, 2<sup>nd</sup> Floor  
Dayton, Ohio 45422

Fax (937) 496-3070  
[humanresources@phdmc.org](mailto:humanresources@phdmc.org)

**Deadline to Apply:** April 26, 2019 or until position is filled

#### Position is subject to a criminal background check.

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addiction on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment.

**PUBLIC HEALTH- DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION ("BFOQ").**