



OFFICE OF THE CITY TREASURER

Melissa Conyears-Ervin

NOTICE OF JOB OPPORTUNITY

Director of Public Affairs

OVERVIEW: The Press Secretary manages and coordinates public relations activities, including media contacts, for the Office of the City Treasurer.

ABOUT THE TREASURER'S OFFICE: The City Treasurer's Office is the custodian and manager of all cash and investments for the City of Chicago, the four City employee pension funds, and the Chicago Teacher's Pension Fund. Additionally, the Treasurer's Office manages a number of programs that promote financial education and small business growth in Chicago's neighborhoods. The Treasurer is one of three city-wide elected officials in the City of Chicago, with the Mayor and the Clerk being the others.

The City Treasurer has three main functions:

- **Banker:** The City Treasurer is responsible for maintaining all records and accounts associated with the City's operating funds, as well as the escrow accounts held with various trustee banks.
- **Investor:** The City Treasurer is the Chief Investment Officer for the City and is responsible for managing the City's investment portfolio.
- **Advocate:** The City Treasurer is authorized to conduct educational programs, provide counseling, and disseminate information regarding financial education, small business support, and access to banking for residents of the City.

ESSENTIAL JOB FUNCTIONS:

- Coordinates and oversees the department's public affairs and media relations activities
- Develops strategies to create and maintain a positive image of the department
- Directs public information programs to convey the department's mission, goals and services to the general public
- Promotes goodwill for the department through public relations activities and media campaigns
- Meets with supervisory staff to oversee and coordinate public relations activities
- Serves as liaison to various City groups (e.g., the Mayor's Press Secretary's Office, City Council) regarding public information issues
- Arranges news conferences and interviews for departmental personnel
- Serves as department spokesperson to the news media
- Researches, writes and edits speeches and talking points for department managers
- Develops content for messages to be communicated to the public (e.g., public service announcements, press releases, intranet and internet websites, promotional materials)
- Serves a liaison with public relations, marketing and media representatives, community groups, and other outside stakeholders

- Reviews and approves budget requests for the public affairs unit, as required

Application process and materials

The following materials **must** be submitted to: City of Chicago, Office of the City Treasurer, Attn: Tyler Scherer, 121 North LaSalle Street, Chicago, IL 60602 OR Tyler.Scherer@cityofchicago.org by **June 26, 2020:**

- Cover letter that (1) includes the position title as noted on the posting; (2) specifically identifies how you meet the minimum qualifications and have the knowledge, skills and abilities listed below and (3) explains your interest and/or experience in the position;
- Resume

Failure to submit all materials will result in your application not being considered for the position.

THIS POSITION IS SHAKMAN EXEMPT

EDUCATION/EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's Degree in Journalism, Communications, or a directly related field, plus five years of work experience in the development and implementation of public information programs, of which two years are in a supervisory role related to the responsibilities of the position; or an equivalent combination of education, training and experience.

Disclaimer – “Accredited” means any nationally or regionally accredited college or university where the applicant is enrolled in or has completed an associates, bachelors, or master's degree program.

Knowledge, Skills and Abilities

Ideal candidates will possess the following:

- Strong writing, editing, and proofreading skills;
- Strong communication skills;
- Understanding of print, broadcast, and online media;
- Thorough knowledge of the key players in print, TV, and radio in the City of Chicago;
- Ability to exercise discretion and independent judgment in the representation of the Treasurer's position on policy issues;
- Ability to work cooperatively and courteously with others and temperament to communicate with a variety of personalities in a tactful, pleasant, and professional manner; and
- Knowledge of office computer applications and proficiency in word processing

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

Salary commiserate upon experience

Residency Requirement: All employees of the City of Chicago must be actual residents of the City of Chicago as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

City of Chicago

Lori Lightfoot

Mayor

Department of Human Resources

Soo Choi

Commissioner