

Status: Exempt  
Class Code: P082

Pay Grade: 114  
\$61,636 Annually

Non-Safety Sensitive  
Revised: 06/20/2024

T E N N E S S E E

**General Description:**

Assists in the developing, implementing and coordinating of various public information activities, under the supervision of the Public Safety Information Director (PSID). Assists with public safety-related programs and initiatives to provide consistent messaging supporting public safety missions, goals, and objectives.

This position provides services to the Murfreesboro Police Department, Murfreesboro Fire and Rescue Department, Murfreesboro Emergency Communications Division and as needed, the City of Murfreesboro in general. The person in this position must be able to speak publicly, including in media interviews, during crisis and non-crisis events.

**Essential Functions:**

Must be able to communicate with others in spoken and written English to ensure the safe and efficient operations of the business.

Acts as the Public Safety Information Officer in the absence of the PSID.

Prepares or coordinates with the Public Safety Information Director and multi-media producers to develop quality photos, graphics, and visual programming to enhance internal and external awareness.

In addition to working with the Public Safety Information Director, will exercise discretion and independent judgment in researching, developing, producing, and coordinating the publication of internal and external communication, including press releases, newsletters, emails, website postings, and designs.

Works with PSID to develop, implement, and execute crisis communications or in the absence of the PSID, provides crisis communications.

Assists PSID, and at the times independently develops, media releases and participates in the fulfillment of media requests within established time parameters.

Contributes to developing and implementing public safety information-sharing strategy in coordination with other City of Murfreesboro departments, other first responder organizations, and other government entities during crisis and non-crisis events.

Maintains professional affiliations and attends annual training conferences to maintain awareness of new methods, trends, techniques, and practices in the public affairs profession.

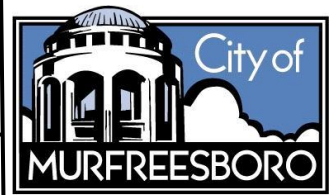
Provides and assists with media training to leadership and other staff and contributes to the development, execution, and teaching of crisis communications management plan.

Prepares leadership and staff for public speaking engagements, presentations, and media interviews. Contributes to the development, execution, and teaching of crisis communications management plan.

Provides and assists with social media and general media training for staff members.

Prepares and presents information for department-sponsored activities such as the Citizen Police Academy or Citizen Fire Academy.

City of Murfreesboro, TN  
Class Title: Assistant Public Information Officer for Public Safety



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Available at all times to attend and participate in public speaking events and public relations events.

**Special Requirement:**

Available at all times to respond to “after-hours” emergencies and events, including natural disasters, where crisis communication is needed.

**Additional Duties:**

Performs other work as assigned.

**Physical Demands:**

Performs sedentary work that involves walking or standing, sometimes involves exerting up to ten (10) pounds of force on a regular and recurring basis or sustained keyboard operations.

**Minimum Education and Experience Requirements:**

Requires a bachelor’s degree preferably in public relations, journalism, communications, or an equivalent field.

Requires five (5) years of experience in Communications and/or Public Relations related to the duties and responsibilities specified, or an equivalent combination of education and experience.

Incident Command System (ICS) training is required for continued employment and must be acquired within eighteen (18) months of employment.

**Special Certifications and Licenses:**

Must have a valid Tennessee driver’s license.

The City of Murfreesboro is an Equal Opportunity Employer.