



# City of Providence

## Job Description

<b>Title:</b>	Public Information Officer / City Treasurer	<b>Code:</b>	115A
<b>Division:</b>	Administration	<b>Effective Date:</b>	12/2022
<b>Department:</b>	Administration	<b>Last Revised:</b>	1/2023

Performs a variety of **administrative duties** related to the receiving and receipting of city funds. Acts as custodian of official city funds and monies.

Works under the general supervision of the City Manager.

Provides close to general supervision to administrative clerical staff.

**Public Information Officer:** Develops programs, methods, and procedures to educate, promote and publicize city events, programs, services, and opportunities to members of the community, media, and visitors.

Serves as city newsletter editor and writer; creates articles for monthly publication; utilizes various technical and social media vehicles to engage and interact with city residents and businesses; handles multiple facets of public and media relations and marketing using print, broadcast, digital and internet/email applications; writes and produces press releases, public service announcements, white papers, newsletters, brochures and other educational/promotional materials; determines appropriate use of promotional/educational materials, services programs, and outlets.

Process inquires and forward them to the appropriate contact person so that they can pursue resolution; may make recommendations affecting change in practices impacting website management or maintenance.

Monitors media coverage of city events, meetings, and issues; prepares regular media reports to apprise management and elected officials of various media stories.

Manages social networking accounts; prepares and posts regular updates to sites such as "Twitter," "Instagram" and "Facebook;" and manages the City's mobile application.

**City Treasurer:** Performs procedures as needed to assure compliance with legal requirements of the office of city treasurer as defined in Utah Code, Title 10; Performs the receiving and receipting of city revenues including money received from bonds, taxes, licenses, fines, special assessments and intergovernmental sources; coordinates money transfer activity with the Public Treasurers Investment Fund (PTIF) and other banking institutions; issues summary reports verifying receipt of revenues as required; manages special improvement district accounts, issues yearly billings and monitors collections, issues release of lien documents.

Keeps an accurate detailed account of all monies received in accordance with the "uniform Fiscal Procedures Act for Utah Cities;" prepares and files all reports required of the Treasurer by state and city codes; provides public records and information to citizens, civic groups, the media, and other agencies as requested.

Manages and performs day-to-day process related to customer service, accounts receivable and cash receipting; receives and receipts payments, assures accuracy and quality of related record-keeping functions through review and work sample auditing; prepares related regular and annual reports.

### Education and Experience:

- A. Bachelor's Degree in accounting, finance, journalism, public relations, marketing, or another related field.
- AND
- B. Four (4) years of progressively responsible experience related to the above duties.
- OR
- C. An equivalent combination of education or experience.

### Knowledge, Skills, and Abilities:

**Working knowledge of** municipal accounting principles (GAAP), practices and procedures; internal control principles and methods of application; budgeting, accounting and related statistical procedures; various revenue sources available to local governments including state and federal sources.

**Ability to** draft reports, documents and correspondence; analyze a variety of public relations issues and problems and make recommendations; communicate effectively verbally and in writing; establish and maintain effective working relationships with professionals, executives (public and private) department heads, co-workers and the public; work independently and deal effectively with stress caused by workload and time deadlines; exercise independent judgment and act resourcefully under varying conditions; explain City policy via correspondence, articles, or verbally, and to differentiate between one's attitude and city council positions relative to issues; maintain strict confidentiality related to sensitive administrative information

**Benefits:** Medical, Dental, Vision, Life, Long-Term Disability, 12 Paid Holidays, PTO, Utah State Retirement, 401(k)

**Salary:** 60,000 to 65,000 Annually depending on experience.