

Town of Durham, Maine Job Description

TITLE: Public Information Technician

Work Schedule: part-time – 20-hours/week

FLSA: Non-Exempt

DEPARTMENT: Telecommunications

Pay Range: \$15 - \$18 hourly

Revised/Approved:

By Durham Board of Selectmen

The Public Information Technician position involves skills in communication writing, and knowledge of social media platforms, video recording and production, and graphics. Work is performed under the supervision of the Town Administrator and works in conjunction with the Telecommunications Committee to accomplish committee objectives. Work instructions may be received in detail for each job to be performed or may follow an established routine.

REPORTS TO: Town Administrator
Board of Selectmen

SUPERVISES: N/A

General Expectations and Position Summary:

The person filling the position must:

1. Be committed to the goals of the Town
2. Work as a member of a team in the performance of duties.
3. Work in harmonious relationships with all Town staff and members of the public.
4. Perform duties in a conscientious, cooperative manner.
5. Perform required amount of work in a timely fashion with a minimum of errors.
6. Be neat and maintain a professional appearance.
7. Understand and work within the Town of Durham's Ordinances, Policies and Procedures.
8. Interact with citizens, board and committee members in a thoughtful and cooperative manner.

General Duties & Responsibilities:

Public Information Technician

Applicant will be responsible for communications between the town government, the community of Durham and the general public with the goal being to maintain and increase awareness of local issues, events and opportunities.

To accomplish this the Public Information Technician will do the following:

- Attend Telecommunication Committee meetings and assist the Committee as needed
- Work in conjunction with the Telecommunications Committee's Liaison Member/Secretary on PIT related duties and responsibilities.
- Gather information pertaining to the town from various sources including but not limited to town officials, non-profit groups, fire department, public works, the Eureka Center, members of the Durham Community and the school.

- Coordinate photography of local events and activities to utilize with the Town's website and social media platforms.
- Maintain an active and compelling presence on the major social media platforms, while consistently seeking new ways to update and expand Durham's social media presence.
- Maintain and update website.
- Manage and update the bulletin board events currently showing on the Durham Channel.
- Oversee and produce the broadcast and archiving of various governmental meetings using video equipment and Leightronix software.
- Write and distribute a weekly e-mail newsletter.
- Performs other related tasks per skill and as directed by Town Administrator.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work from home (must provide own internet connection);
- Ability to attend night meetings;
- Ability to work certain weekends (Town Meeting - 1st Saturday in April)
- Ability to work with graphics and photos to utilize for the Town's web presence.

Desired Minimum Requirements:

Education and Experience:

High School or College graduate with demonstrated experience in writing, video production and social media.

Desirable knowledge, skills and abilities:

1. Proficiency with email, websites (to include content management systems), and social media platforms.
2. Good communications and writing skills.
3. Meticulous and detail oriented.
4. Self-motivated and disciplined.
5. Experience producing a variety of multi-media including video (Leightronix platforms)
6. Experience with MailChimp, Survey Monkey, and other web authoring tools