

**Fair Political Practices Commission**  
***Duty Statement***

Position #: 325-001-5601-001

Employee Name:

Appointment Date:

**JOB DESCRIPTION:**

**I. Position Identification**

Classification: Information Officer (I or) II  
Working Title: Communications Director  
Division: Executive Office  
Position Number: 325-  
Location: Sacramento  
License or Other Requirement: None

Work Hours/Shift:

Time Base	Days	Hours
Full Time	M-T-W-Th-F	Start am
Part Time ( %)		End pm

**Function:**

Under the direction of the Chair and Executive Director of the Fair Political Practices Commission, the Information Officer II is responsible for coordinating and interacting with the news media, the public, industry and consumer organizations and other stakeholders. The Information Officer II prepares information for the media and public relating to campaign finance and political activity. This position is responsible for the Commission public engagement efforts, website content and data gathering for media and public relation purposes. This position is considered part of the Executive staff.

The Information Officer II will serve as a contact for materials for distribution to news organizations, posted on the Commission's website, used as talking points during events, in pamphlets and other publications. This may include daily internal reports and work plans for the Chair and external material for news conferences, and other publications.

Reporting Relationship:

Reports directly to: Chair / Executive Director

Supervises: None

**I. Program Identification**

The Mission of the FAIR POLITICAL PRACTICES COMMISSION is to promote the integrity of representative state and local government in California through fair, impartial interpretation and enforcement of political campaign, lobbying, and conflict of interest laws.

**II. Essential and Non-Essential Job Functions**

Candidates must be able to perform the following functions with or without reasonable accommodations.

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- 40% Develop and plan the implementation of the Commission's statewide communications efforts, including news media relations, publications, brochures, reports, public presentations and electronic communications including the department's website. Develops newsworthy information about the Commission, responds to media inquiries about the Commission's activities, raising public awareness and acting as the Commission's spokesperson. Gathers materials from program staff to develop news release, opinion/editorial pieces, news articles, feature stories, speeches, presentation and other forms of communication.
- 30% Plans and organizes activities, communicates the Commission's message across various traditional and social media, including newspaper, television, radio, stakeholder, and community-based publications, consistent with the Commission's policy. It is the responsibility of this position to devise ways to provide greater information to the public through new social media or other means as well as being responsible for website content (including new website pages and features) and public engagement efforts.
- 20% Work with key staff members to produce written materials that will explain the Commission's goals, initiatives, proposals, and process of work, this includes both writing and editing materials. Works with Management and team members to ensure the materials are formatted and distributed in a method that provides the maximum exposure to potential readers. Work with staff in the development of talking points and presentation materials on key initiatives and serve as a consultant on the development of key written material.
- 10% Provide guidance to management on possible impact and reaction of news media and the public on Commission decisions and activities. Work with technical program managers to address and resolve issues of concern. This may include audience identification, developing key messages, and talking points, collecting feedback and measuring the success of outreach methods.

**Non-Essential Functions:** None

**III. Professional Attributes:**

In addition to the above, the incumbent possesses the willingness and ability to:

- Get along with others
- Maintain professional relationships with members of the media, outside counsel, representatives of other agencies and co-workers
- Communicate effectively with members of the public, media, co-workers and the members of the Commission
- Work effectively and efficiently to achieve Commission goals
- Accept direction from supervisor/lead person
- Abide by work rules
- Maintain confidentiality of cases and other Commission internal information
- Accept constructive criticism
- Work effectively within a team environment

IV. **ADA Requirement** Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act.

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V. **Physical Requirements:** Ability to: operate a motor vehicle; operate a keyboard, facsimile machine, copy machine; move materials weighing up to 20 pounds; stoop, bend, reach to maintain files.

VI. **Mental Requirements:** Ability to effectively prioritize work and multitask to meet deadlines. Incumbents may be required to work under stressful conditions and occasionally work irregular hours.

VII. **Working Conditions:** The duties of this position are generally performed indoors.

VIII. **Attendance:** Must maintain regular and acceptable attendance at such level as is determined in the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

**IX. Signature:**

By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this job description.

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Employee Signature*	Date	Supervisor Signature	Date
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\*Duties of this position are subject to change and may be revised as needed or required.