

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼  
HUMAN RESOURCES ENTERPRISE

**PUBLIC INFORMATION ASSISTANT**

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**DEFINITION**

Secures, plans, drafts, edits, and disseminates informational material for Iowa Public Television; performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

**WORK EXAMPLES**

Interviews departmental officials and employees to obtain information about various aspects of network programs; writes and edits factual and special interest information for newsletters, news releases, annual and special reports, agency publications, radio, and television promotions and programs.

Lays out and designs informational material; takes photographs; proofreads galley proofs; and makes arrangements for printing.

Replies to requests received from the public, special interest groups, officials, and members of the press for informational materials.

Collaborates with departmental officials in preparing and revising manuals, forms, reports, agency publications and broadcast announcements.

Conducts tours of facilities and points of interest; works with public and private groups in promoting activities of mutual interest at fairs and exhibits.

Maintains library and files of source materials; prepares manuscripts for books; compiles bibliographies.

**COMPETENCIES REQUIRED**

Knowledge of the general methods, principles, and practices of public relations.

Knowledge of various methods used in the production of written, graphic and videotape materials.

Knowledge of English composition, grammar, and punctuation.

Ability to write effectively, and prepare accurate reports.

Ability to adapt behavior and work methods in response to new information, changing conditions, or unexpected obstacles.

Ability to apply personal ethical standards such as honesty, responsibility, and trustworthiness required to be a productive employee.

Ability to maintain one's emotions and respond appropriately.

Ability to work under stressful conditions.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest and unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited four year college or university with major course work in broadcast journalism, English, advertising, or other job-related curriculums;

OR

four years of any combination of recognized post-high school education in the specified curriculums or full-time experience in news writing, reporting, feature writing, editing, planning, preparing, and disseminating information to the public via the press, radio, television, and/or public speaking may be substituted for the college or university degree.

**NOTE:**

Flexibility of scheduling may require the availability to work inconsistent hours and days.

**NOTE:**

Positions in this class are exempt from the screening and referral requirements of the Iowa Department of Administrative Services – Human Resources Enterprise. Apply directly to the employing agency.

Iowa Public Television  
6450 Corporate Drive  
Johnston, Iowa

Effective Date:       1/97             BW