

TOWNSHIP FIRE DEPARTMENT
CHAPTER 1: ADMINISTRATIVE OPERATIONS

Part 3: Job Descriptions

Subject: Assistant Public Information Officer

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Section: 1-3-25

Effective Date: 03-24-14

Reviewed/Revised Date: 05-22-17

- 25.01 Purpose. Define duties of the Assistant Public Information Officer.
- 25.02 Goal. To describe the staff position of Assistant Public Information Officer.
- 25.03 Radio designation shall be Township 88.
- 25.04 The following duties and responsibilities are to be carried out under the administration of the Chief and in accordance with policies established by the Board of Directors of Township Fire Department, Inc. Additional duties and responsibilities may be assigned as needed.
- 25.05 The Assistant Public Information Officer assists the Lead Public Information Officer who is in turn the Departmental liaison with the press, public and other departments regarding dissemination of information and publicity.
- A) The Assistant Public Information Officer, under the direction of the Lead Public Information Officer, shall provide data on fires and other emergencies to all interested media.
 - B) The Assistant Public Information Officer shall harmoniously work with the Lead Public Information Officer to maintain a strong positive public image of the Department.
 - C) The Assistant Public Information Officer shall complete other assignments in the area of publicity and public relation functions as directed by the Lead Public Information Officer and the Chief.