



FOIA COORDINATOR AND PUBLIC INFORMATION OFFICER (PIO)

POSITION CLASS:

Appointed

HIRING AUTHORITY:

Sheriff

JOB SUMMARY:

This dual-role position requires expertise in handling public records requests, ensuring compliance with Michigan's FOIA laws, serving as the primary spokesperson for the Sheriff's Office, responsible for maintaining transparency, and communication with the public and media. The tasks performed will be confidential in nature, and exceptional discretion is required. Work requires a high degree of judgment, accuracy, and excellent grammatical skills.

ESSENTIAL JOB DUTIES AND FUNCTIONS:

- Under supervision, serves as the point of contact for all video FOIA requests, including body camera, dash camera, and jail security camera footage. Ensuring all protected images are redacted.
- Coordinates with county departments, offices, and courts to collect documents in response to FOIA submissions.
- Performs reviews and conducts searches to locate and/or identify information responsive to requests.
- Reviews and identifies various types of nondisclosure information contained in records.
- Prepares responses and provides communication to requestors in a timely manner.
- Draft press releases, public statements, and media advisories related to the Sheriff's Office.
- Manage the Sheriff's Office's social media platforms, ensuring consistent and professional communication.
- Develop public safety campaigns and educational materials for the community.
- Serve as the spokesperson during emergencies, ensuring accurate and timely information is shared with the public.

- Coordinate with other agencies and departments during crisis events to ensure unified messaging.
- Keep staff informed about public relations initiatives and provide media training as necessary.
- Foster relationships with community organizations and stakeholders to enhance the office's public image.

The above statement of Essential Job Duties and Functions is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Exceptional written and verbal communication skills, with experience in media relations or public affairs.
- Ability to handle sensitive information with discretion and professionalism.
- Proficiency in office software and social media management tools.
- Strong organizational skills and attention to detail.

PREFERRED QUALIFICATIONS:

- Prior experience working in or with law enforcement or a government agency.
- Training or certification in crisis communication or public relations.
- Familiarity with legal terminology and document management systems.

SPECIAL REQUIREMENTS:

- Office setting with occasional travel for meetings, press events, and community engagements.
- Flexibility to work outside regular hours during emergencies or critical incidents.



PHYSICAL REQUIREMENTS:

- Must be able to perform Essential Job Duties and Functions with or without reasonable accommodations.



Anita Gallegos
Human Resources Director

Established: December 2024



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