

Jurisdiction: Oneida County
Jurisdictional Class: Competitive
Adopted: 3/3/99

LIAISON TO THE LAND CLAIM TASK FORCE

DISTINGUISHING FEATURES OF THE CLASS: This position exist in County Government, in support of all activities concerning the Oneida Indian Land Claim. The duties involve acting as primary liaison between the Office of the County Executive and the Land Claim Task Force, coordination of all land claim media releases, serves as sole intermediary between Oneida County and all parties involved in the land claim, prepares, reviews, distributes and consolidates all Land Claim information, gives public presentations to various community groups, plans, edits and writes articles and columns, newsletters and brochures regarding the issue. Additionally the duties require the incumbent to establish and maintain good rapport with the media and County Government. This position requires confidentiality and a demonstrated ability for writing. The work is performed under the direction of the County Executive. Supervision over the work of subordinates is a responsibility of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, edits and writes articles and columns, newsletters and brochures regarding the Oneida Indian Land Claim;
Meets with the joint litigation task force to coordinate, review, consolidate and present all information as it relates to Oneida County;
Meets with the County Executive, Board of Legislators and the Indian Affairs Committee to provide updates on the issues;
Writes booklets, pamphlets, newsletters, leaflets, and other material;
Gathers information from a variety of sources to provide informational brochures which are useful and provide direction and information to various groups;
Manages County and State funds appropriated for the defense of the Oneida Indian Land Claim;
Maintains records with respect to use of appropriations, allotments, transfer of funds and other budgetary transactions;
Prepares forecasts of revenues and expenditures for specific periods of time according to accepted measures of calculations;
Supervises support personnel doing historical research, economic research in public information and in all preparations that are necessary in relation to the claim;
Coordinates all media releases;
Performs interviews on radio and TV shows to include full programs and round table discussions;
Gives public presentations.

continued...

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principals, terminology and techniques of journalism, public speaking and interviews; good knowledge of the organizational structure of County Government and the Oneida Indian Tribe; good knowledge of methods and procedures of producing, publishing and distributing printed information material; good knowledge of publicity and promotion techniques; ability to develop and maintain good working relationships with the media; ability to understand, interpret and prepare written material; ability to edit and proofread material; ability to get along with others; ability to speak in front of large groups; ability to perform radio and TV interviews professionally.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation for a regionally accredited or New York State registered college or university with a Bachelor's Degree in political science, journalism, public affairs or a closely related field **AND** one (1) year of experience in public information, public relations, promotional work or journalism; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associates Degree in political science, journalism, public affairs or a closely related field **AND** three (3) years experience as stated in (A) above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** six (6) years of experience as stated in (A) above;
- (D) An equivalent combination of training and experience, as defined by the limits of (A) through (C) above.

NOTE: This position is for eighteen (18) months per CSL Sec. 64.3.