



City of Springfield
is seeking applications for
Public Information Officer

Department: The Office of Public Utilities

Division: Chief Utility

Final Date to Apply: 5/20/2026 at 11:00 PM CST,

Work Location: Municipal Center West

Starting Salary: \$38,769.79-\$58,445.01

Work Hours: Monday – Friday, 8:00 am – 4:30 pm

Union: N/A

In this role you will:

- Manage public information requests and serve as FOIA Officer, ensuring accurate and timely responses.
- Coordinate employee communications and engagement initiatives, including newsletters and recognition programs.
- Lead media relations, including press releases, interview coordination, media tracking, and spokesperson support.
- Plan and execute public events such as tours, open houses, and community meetings.
- Develop and maintain website and social media content to keep the public informed.
- Assist in preparing reports and presentations for leadership and public audiences.

Qualifications:

The ideal candidate will possess a bachelor's degree in communications, Public Relations, Journalism, or a related field, along with at least one year of experience in the communications field, preferably in public relations or journalism, or an equivalent combination of education and experience. They will have strong professional writing and editing skills, as well as experience with—or the ability to quickly learn—word processing, presentation, and digital design software. Proficiency in tools such as Microsoft Word, PowerPoint, Canva, and Adobe is expected, along with a solid understanding of social media platforms, content creation, and current best practices across channels such as Facebook, X (Twitter), and Instagram. The ideal candidate will also have experience with—or the ability to learn—photography, including the use of digital cameras, as well as photo editing skills. **Preference for employment in all positions with the city shall be given to applicants who are full-time city residents.**

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- Deferred Compensation
 - Free Health Clinic
 - 12 paid sick days annually
 - Pension Plan
 - 14 paid holidays
 - Tuition Reimbursement
 - Health, Dental, Vision, and Life Insurance
 - 4 weeks paid parental leave
 - 10-25 paid vacation days, based on years of service

If assistance in applying is required, please notify the Office of Human Resources at 217-789-2446 or humanresources@springfield.il.us