



RAPID CITY FIRE DEPARTMENT

Prepare, Prevent, Protect



To: Mayor Allender and members of City Council

From: Mike Maltaverne, Fire Chief

Subject: Public Information Officer

Date: April 21, 2016

The Public Information Officer (PIO) for the Rapid City Fire Department is an integral part of Fire Department administration by interacting with the community and media to direct public relations activities. The current job description was outdated and in need of review/revision.

The Rapid City Fire Department has worked with Human Resources on updating the job description of the Department's Public Information Officer to more accurately reflect the responsibilities and duties performed. There was no change in compensation or benefits (placement on City's pay matrix). The revision only contained changes to essential functions and expectations of the position.

Thank you,

Mike Maltaverne-Fire Chief