

EXECUTIVE ORDER NO. 30

EFFECTIVE DATE: January 16, 1987

SUBJECT: PUBLIC AFFAIRS

This clarifies the authority of the Director of Public Affairs over personnel and various projects. It does not preclude further reorganization of the Public Affairs Department. Pending further review, this Order does not apply to marketing functions at the Washington Park Zoo.

Hereafter, the Director of Public Affairs shall:

1. Be responsible for handling all inquiries from the media. Department heads and all other employees shall immediately refer press inquiries to the Director of Public Affairs, or the Director's designee.
2. Have responsibility for authorizing all work requests from other departments and shall have sole authority to assign work to Public Affairs employees.
3. Have administrative responsibility for all advertising undertaken by the agency, regardless of where within the agency said advertising is budgeted.



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Rena Cusma  
Executive Officer

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Date 1/16/87

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