

Communications Support Specialist



DEPARTMENT: Administration
DIVISION: N/A
SUPERVISOR: City Administrator
CLASSIFICATION: Non-Exempt (overtime eligible)
UNION: Yes
CONFIDENTIAL: No

POSITION SUMMARY

This position provides support to the Communications Officer to assist in effective communications planning; timely production and dissemination of communications materials related to City news, services, and events; maintenance and assessment of various print, electronic and social media outlets; and facilitating a seamless flow of internal and external communications.

SUPERVISION RECEIVED

Works under the general supervision of the City Administrator, assisting the Communications Officer with all City communications efforts.

SUPERVISION EXERCISED

No supervision exercised.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Provides support to the Communications Officer.
- Supports Communications Officer in working with City staff and departments to write, edit, publicize, and distribute information to the public.
- Increases public awareness and community engagement for City events and operations.
- Maintains effective relationships with staff and departments.
- Assists Communications Officer with external communications that have a consistent, professional tone, and reach the intended audience.
- Composes, transcribe, types, and edits a variety of reports, correspondence, and other materials requiring judgment as to content, accuracy, and completeness.
- Assists in maintaining and operating the City website and social media accounts.
- Performs all other related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- a. Graduation from high school or GED equivalent.
- b. One (1) year of government communications experience, including using social media platforms in a government setting.

KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient in graphics and knowledge of desktop publishing for in-house design and

publication.

- Excellent written and spoken communications skills.
- Ability to analyze complex or technical information from sources and synthesize information into communication documents for the general public.
- Knowledge of photo-editing, document-design programs, webpage editing, and social media maintenance, Digital Single Lens Reflex (DSLR) camera use, and video creation and editing.
- Works well independently.

TOOLS AND EQUIPMENT USED

- Use of computer or laptop for use in word processing, spreadsheets, databases, and other related software.
- Copier/printer/fax machine, telephones, cameras and video equipment, and other related office equipment as needed.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to finger, handle, feel, or operate objects and tools or controls. The employee is occasionally required to sit, climb, or balance, stoop, kneel, crouch or crawl, and talk or hear.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Evening work is required.

The noise level in the work environment is usually quiet but can be otherwise given close proximity to other employees' work areas and an area with periodic exposure to the public at large and other City personnel.

EMPLOYEE ACKNOWLEDGMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I acknowledge that I have received a copy of the **Communications Support Specialist** job description. I understand that it is my responsibility to adhere to the Essential Duties and Responsibilities as outlined within this job description.

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, the minimum education and experience required of the position, and the physical demands of the position.

Signatures:

Communications Support Specialist

Date

Print Name:_____

City Administrator

Date