

**Classification Title: Communications Specialist**

FLSA Status: Exempt

**BRIEF DESCRIPTION:** Develops and disseminates information on County policies and initiatives to employees and the general public. Writes and edits newsletters, news releases, annual reports, tax bill inserts, web site postings and related event and presentation materials.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Produces weekly employee newsletter. Collects information, takes photos, writes, edits, and produces documents and lay outs and distributes for use.
2	S	Writes and distributes news releases. Researches and collects information and distributes by fax, email or posting to web site. Answers and delegates media inquiries. Assists with crisis/emergency communications.
3	S	Develops talking points, speeches or letters for Commissioners. Writes County Manager's monthly column for employees. Discusses information or topics with Manager and finishes document.
4	S	Produces special publications such as annual reports, bond referendum materials, mailing inserts, budget documents and financial report letters. Writes materials, edits, produces lay outs and arranges production and distribution.

**CLASSIFICATION REQUIREMENTS:**

CLASSIFICATION REQUIREMENTS	
Education	Bachelor's degree in Journalism, Communications or related field.
Experience	Two years of experience in journalism or public relations; or equivalent
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid driver's license and a "safe" driving record required..
Reading	Advanced
Math	Basic
Writing	Advanced

CLASSIFICATION REQUIREMENTS	
Managerial	Receives Limited Direction.
Budget Responsibility	Has no budget responsibility.
Supervisory / Organizational Control	No responsibility for the direction or supervision of others.
Interpersonal / Human Relations Skills	Work requires frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is to address specific issues and/or general policies. Contact may involve support of controversial positions or the negotiation of sensitive issues. Evaluates customer satisfaction, develops cooperative associations and relationships, and utilizes resources to continuously improve external customer relations and satisfaction. Makes presentations and answers questions with regard to presentation materials and findings.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Cameras, photo editing equipment, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors (see 1 below)	Other (see 2 below)

- (1) N/A
- (2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

None.