

PERSONNEL AGENDA

Erie County Council

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Jay Breneman, Chairman
Edward T. DiMattio, Jr., Vice Chairman
Kathy Fatica
Dr. Kyle Foust
André R. Horton
Fiore Leone
Carol J. Loll

March 17, 2016

4:00 p.m. - follows immediately after Finance Meeting.
Room 114A

1. Ordinance Number 18, 2016, "Eighth 2016 General Fund Budget Supplemental Appropriation Of \$16,453 For Creation Of Part-Time Communications & Public Relations Administrator" (FR 3-8-16)
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ORDINANCE NUMBER 18, 2016

**Eighth 2016 General Fund Budget Supplemental Appropriation Of \$16,453 For
Creation Of Part-Time Communications & Public Relations Administrator**

BE IT ENACTED by the County Council of the County of Erie pursuant to Article II Sections 3B(1), 3B(2)(b) and Article VIII, Section 8 of the Erie County Home Rule Charter; certified by the County Executive that this 2016 General Fund Budget supplemental appropriation of \$16,453 for the creation of a part-time Communications and Public Relations Administrator; position #002000-004, is hereby approved as outlined on the attached Exhibits A & B.

This ordinance shall be effective April 1, 2016.

COUNTY COUNCIL OF THE
COUNTY OF ERIE, PENNSYLVANIA

Attest:

Douglas R. Smith
County Clerk

André R. Horton, Chairman

Date: _____

Jay Breneman, Vice Chairman

Edward T. DiMattio, Jr.

Approved by:

Kathy Fatica

Kathy Dahlkemper,
County Executive

Dr. Kyle Foust

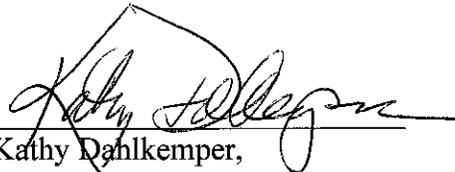
Date: _____

Fiore Leone

Carol J. Loll

Certificate of the County Executive

I, Kathy Dahlkemper, County Executive for the County of Erie, do hereby certify pursuant to the provisions of Article VIII, Section 8, of the Home Rule Charter for the County of Erie, that there are funds in the amount of \$16,453.00 which are available for supplemental appropriation for the creation of the part-time position of Communications and Public Relations Administrator.


Kathy Dahlkemper,
County Executive

21-29/16
Date

Exhibit A
2016 General Fund Budget
Supplemental Appropriation of \$16,453
For the Creation of a Part Time
Communications & Public Relations
Administrator

<u>Account Title</u>	<u>Account Number</u>	<u>Amount</u>
<u>Total Revenue</u>		
Fund Balance Appropriated	001-000990-099500	(16,453)
Total Revenue		<u>(16,453)</u>
<u>Total Expenditures</u>		
Non-bargaining Wages	001-002000-001010	13,744
Fica	001-002000-001200	1,051
Life Insurance	001-002000-001210	12
Workers Compensation	001-002000-001230	22
Retirement	001-002000-001240	1,207
Other Health & Welfare	001-002000-001250	143
Unemployment Compensation	001-002000-001260	274
Total Expenditures		<u>16,453</u>

**Exhibit B
2016 General Fund Budget
Creation of a Part Time Communications
and Public Relations Administrator**

Effective: April 1, 2016

Add:

<u>Title</u>	<u>Grade</u>	<u>Position Number</u>	<u>2016 Wages</u>	<u>Annual Salary</u>	<u>Hourly Rate</u>
PT Communications & Public Relations Admin	P-III	002000-004	13,744	18,325	17.62

TITLE: **Communications and Public Relations Administrator (Part-time)**

DEPARTMENT: County Executive

GRADE: P-III

JOB NO.:

DEFINITION OF CLASS:

This position coordinates and administers county-wide communication, both internal and external. Develops, implements and monitors effectiveness of external communication, as well as develops criteria for managing public relations, and overseeing all communication. In addition, this position works closely with the IT Department and administration in developing a consistent message on all platforms in accordance with the digital communications roadmap. This is an advanced level position that performs under minimal supervision.

DUTIES & RESPONSIBILITIES:

Develop and distribute public information effectively and coordinate media relations. Represent various departments of the County through social media platforms such as Facebook, Twitter, and the County website. Monitor and review digital dissemination of information through County owned social media accounts. Work with the IT Department on various emerging technologies and other digital communication mediums. Work with department heads and administration to coordinate all media and promotional efforts. Develop and deliver speech outlines for administration, department heads and staff when needed.

The following tasks are required but not limited to:

- Managing social media platforms
- Implementation of strategic communication
- Management of media relations and processes

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge in the following areas:
 - Strong communication skills (verbal and written)
 - Microsoft Office
 - Microsoft Windows 7
 - Social Media platforms, Facebook and Twitter
 - Websites, blogs, and other forms of digital communications
- Local travel and flexible schedule may be required

MINIMUM REQUIREMENTS/QUALIFICATIONS:

A four year degree in communications, marketing or political science with four years of work experience or equivalent combination of training and experience in communications, public administration, or public relations.