COUNTY OF ERIE
POSITION ANNOUNCEMENT

AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: MARCH 24, 2016 **CLOSING DATE: APRIL 8, 2016**

TITLE: COMMUNICATIONS AND PUBLIC RELATIONS ADMINISTRATOR **GRADE: P-III**

DEPARTMENT: COUNTY EXECUTIVE **BARGAINING UNIT: NON-BARGAINING**

ENTRY RATE: $17.62/HOUR $18,325 /YEAR **HOURS PER WEEK: 20**

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

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 coordinator 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 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.

ANNUAL STATEMENT OF BENEFITS FOR:

Non-bargaining Grade P Position– Part Time

Health Insurance: Part-time employees DO have the opportunity to purchase insurance through the county's healthcare plan.

Average paid holidays annually – 14 days	*Holidays may vary by bargaining unit
Average paid personal days annually– 5 days	
Average paid vacation annually– 6 days	