



COMMUNICATIONS COORDINATOR

Department: Multiple
Job Class #: 102600
Pay Range: Professional 04

FLSA: Non-Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is administrative and technical work performing a variety of administrative and technical support of departmental communication functions. Work is performed with considerable latitude for ingenuity, creativity, and independent judgment in accomplishing program objectives.

ESSENTIAL FUNCTIONS:

- Assist in the management of the office; develop and recommend office policies and procedures; implement changes subject to approval of supervisor.
- Participate in the collection of data and preparation of complex reports requiring thorough knowledge of departmental operations, procedures and regulations; conduct research and special studies in needed areas and prepare reports.
- Perform purchasing functions including recommending necessary purchases, contacting vendors and comparing prices on items; assist in developing Requests for Proposals and Personal Service Agreements with outside vendors.
- Maintain and update appointments to appropriate Boards and Commissions; schedule meetings and maintain calendar for department director; prepare and distribute related correspondence and meeting information.
- Design, develop, coordinate and present a variety of information and project materials to support public relations and communication activities, events, campaigns, educational programs and other promotional materials designed to inform, educate or gain acceptance by the public.
- Meet with departmental representatives to understand projects and methods of advertisement; assist in the design of publicity campaigns and projects for presentation through a variety of media to include print and online. Originate a variety of written materials including, but not limited to, proclamations, press releases, reports, web pages and advertising campaigns; assist in the design of publicity and other visual materials.
- Utilize a variety of technical and specialized computer graphics design software; assist staff with using appropriate software for specific applications
- Provide information, assistance and advice concerning specialized or technical operations and related office functions or products; assist co-workers in solving problems and/or accessing data or reports.
- Provide responses to problems and questions raised by the public; act as point of contact for the media and disseminate situation-appropriate information.
- Maintain personnel files and confidential data; notify supervisors and/or managers of forthcoming evaluations; maintain payroll function.
- May participate in the preparation and monitoring of the department budget; control expenditures in accordance with budget allocations by reviewing proposed expenditures; with assistance, determine priorities and develop fiscal alternatives.
- Represent department director at meetings and with approval, speak on administrative and policy matters.

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ESSENTIAL FUNCTIONS: (continued)

- Establish and maintain effective working relationships with County officials, employees and the general public.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evenings, weekends, holidays and overtime.

OTHER JOB FUNCTIONS

- Perform other duties as required.

SUPERVISION RECEIVED AND EXERCISED: The Communications Coordinator works under the general supervision of an administrative supervisor. Supervision is available for guidance on new or changed procedures or requirements. The Communications Coordinator does not supervise other positions but may be required to participate in the day-to-day assistance and training of others in designated areas of administrative support.

WORKING CONDITIONS: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Communications Coordinator works in an office environment on a daily basis. Travel to various work sites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work at a work station is required. Work is subject to frequent interruptions and normal office noise.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those an employee encounters while performing the essential functions of the position. Physical demands include ability to perform manual tasks involved in operating common office equipment and machines; talking, seeing, hearing, and finger dexterity; reasoning and analyzing complex information. May require traveling to other work locations in the Pierce County region. May require work on weekends, evenings or reporting to work in the event of emergency.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Administrative and general office practices and procedures.
- Basic accounting and arithmetic.
- Business English grammar, usage and spelling.
- Basic methods and techniques of budget preparation and management.

Skill in:

- Operating personal computers and related software.

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KNOWLEDGE, SKILLS AND ABILITIES: (continued)

Ability to:

- Maintain confidentiality of sensitive matters.
- Function as independent self-starter with little supervision.
- Operate, instruct and provide technical advice to others in the operation of modern automated office equipment and software applications.
- Understand and apply guidelines to varied operational requirements, and to follow clearly stated verbal and written instructions.
- Establish and maintain effective relationships with staff, other departments, the general public and the press in a professional manner.
- Compose a variety of memoranda or letters, expressing ideas clearly and concisely.
- Compile and analyze fiscal, statistical, and other information and data.
- Conduct thorough research and make appropriate recommendations for action on assigned projects.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

MINIMUM REQUIREMENTS TO APPLY: Bachelor's degree in Business Administration, Communications, Public Relations, Graphic Arts, Marketing or a related field and one or more years of progressively responsible experience directly related to the duties of the position, preferably in areas of design, advertising or marketing. Additional education or experience may substitute for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license may be required when travel is required of the position.