GENERAL SUMMARY
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.

SERIES CONCEPT
None

ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.

- 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 Communications Department Director or Communications Manager; 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, training files, and confidential data; notify supervisors and/or managers of
forthcoming evaluations; maintain payroll function.

- Provide backup support to management and may represent department director at meetings with approval.
- 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**

- 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.
- Assist in the management of the office; develop and recommend office policies and procedures; implement changes subject to approval of supervisor.
- Perform other job functions as assigned.

**MINIMUM QUALIFICATIONS**

**Education and Experience**

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.

**Licenses or Certifications**

**OTHER JOB REQUIREMENTS**

Must meet travel requirements and authorize and complete a background check prior to employment.

**PREFERRED QUALIFICATIONS**

**SUPERVISION**

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.

**COMPETENCIES**

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:
• Working with a variety of individuals from diverse backgrounds.
• Operating personal computers and related software.

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.
WORKING ENVIRONMENT/CONDITIONS

The work environment and exposures 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.

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 workstation is required. Work is subject to frequent interruptions and normal office noise.

<table>
<thead>
<tr>
<th>Exposures</th>
<th>Frequency Working in Designated Environment</th>
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<tbody>
<tr>
<td>Individuals who are hostile or irate</td>
<td>Seldom or Never</td>
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<tr>
<td>Extreme cold (below 32 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Extreme heat (above 100 degrees)</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Communicable diseases</td>
<td>Seldom or Never</td>
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<tr>
<td>Moving mechanical parts</td>
<td>Seldom or Never</td>
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<tr>
<td>Fumes or airborne/blood borne</td>
<td>Seldom or Never</td>
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<tr>
<td>Toxic or caustic chemicals or substances</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Loud noises (85+ decibels such as heavy trucks, construction)</td>
<td>Seldom or Never</td>
</tr>
</tbody>
</table>

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.

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.