

COMMUNICATION SPECIALIST

JOB PURPOSE AND SUMMARY

To perform a variety of professional and analytical duties in support of Administration including researching and resolving citizen complaints, gathering and analyzing data and making recommendations; to prepare written and oral reports on a wide variety of policy and procedural issues, to prepare correspondence for the Commissioners, Administrators, and other staff.

CLASSIFICATION DISTINCTIONS

The Communication Specialist receives direction from the Assistant County Administrator and is expected to exercise considerable initiative and independent judgment.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Attends designated meetings as the representative of the Administration and the Board of County Commissioners and reports on results; insures that the Assistant County Administrator is briefed on all essential background information.
- Writes clear and concise letters, memoranda, and reports on behalf of administration.
- Researches complaints from the public, provides assistance and prepares responses for administration.
- Conducts research on policy and procedural issues of interest to the County Administration. Prepares oral and written reports and make recommendations as a basis of official action or policy decisions.
- Confers with various governmental and community officials in the process of performing work; acts as County Administration's liaison with various agencies.
- Reads, analyzes and prepares summaries of technical and analytical reports, proposed legislation, and other similar documents or issues.
- Performs varied administrative, staff and technical work for County Administration which may be of a confidential nature.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Two years of increasingly responsible analytical and writing experience in a public environment.
- Equivalent to an Associates of Arts degree from an accredited college or university with major coursework in Communications, Business, English, or a related field.

Knowledge of...principles and practices of public processes; organizational and management practices as applied to the analysis and evaluation of policies, procedures and public issues; research methods and techniques; interpersonal and public relations techniques; methods of preparation and presentation of written and oral reports; and so forth.

Ability to...write clear and concise reports, memoranda and letters; analyze problems, identify alternative solutions, project consequences of proposed actions, and formulate recommendations; interpret and explain policies, procedures, laws and regulations; prepare and make oral presentations; complete projects within tightly established deadlines; think conceptually, draw logical conclusions, and make sound decisions; meet and deal tactfully and effectively with other employees, public and private officials, community groups, and the general public; and so forth.

Office use: 6/22/00