



Job Description

Employee Name:

Position Title: Communications Specialist II, Executive Office

Classification: Membership Specialist

Department: Communications

Prepared Date: May 30, 2018

Employment Status: At-will

Position Reports To: Communications Director

Positions Supervised: None

Judgment Exercised: Normal

FLSA Status: Non-Exempt

Position Purpose

In support of the League's communications strategy, the Communications Specialist II is dedicated to serving the communications needs of the League's Executive Office. This individual is a member of the communications team and works across the organization to support the Executive Director and the Office.

Essential Functions and Responsibilities

- Serves as a communications advisor to the Executive Office, including developing talking points and messaging, testimony, speeches, reports, presentations and other background material.
- Assists in the preparation, staging and follow-up related to communications activities at League events involving the Executive Office, including providing logistical support.
- Collaborates with the Communications team and its Director to elevate the League's work in a coordinated fashion with the League's larger communications and media goals.
- Assists in developing and implementing a communications program that enhances the League brand and the Executive Director's profile as a respected city expert.
- Manages responses for the Executive Office to inquiries from members, press and stakeholders related to the League's services and programs and monitors organizational activities for communications opportunities.
- Uses the League website content management system to build, edit and maintain webpages and supports efforts to maintain and update the League's web presence.
- Participates in regular meetings with the Communications team and other League teams as needed.
- Helps staff media operations at League events, including handling on-site logistics and press credentialing.
- Provides assistance to other Communications team members when and as needed.
- Assists the Communications team with administrative support as needed, including: tracking expenditures; processing bills; assisting with completion of expense reports; maintaining files

and handling correspondence and supplies; coordinating external printing needs; and other related tasks.

- Ability to get along and work effectively with others.
 - Perform other duties as assigned.
 - Regular, predictable attendance is required.
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Job Qualifications

- Excellent communication (oral, written, editing, interpersonal) skills.
 - Strong grasp of communications technology including websites, social media, video, blogs and podcasts.
 - Outstanding organizational, planning and project management skills.
 - Experience with website content management systems, social media dashboards, Microsoft Office products, including Word and PowerPoint.
 - Strong self-management skills, with emphasis on self-initiation and follow through.
 - Demonstrated ability to work independently and under pressure.
 - Simultaneously plan, direct and manage competing demands, projects, assignments and responsibilities on a daily basis.
 - Positive attitude, and good multitasking abilities.
 - To perform this job successfully, an individual must be able to perform each essential function satisfactorily.
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Desirable Experience and Training

A Bachelor's degree in public policy, communications, journalism or related field. Minimum 3-5 years progressively responsible experience in providing executive-level communications, media relations or public affairs services preferably with some direct connection to board affairs and municipal policy issues or a combination of education and experience which provides the required knowledge, skills and abilities. Knowledge of California media markets and experience with the California legislative process preferred. An ideal candidate will have experience providing executive-level communications support and coordinating administrative and logistical support for executive office communications activities.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in a business office setting. Tasks require variety of physical activities, not generally involving muscular strain, such as, walking, standing, stooping, sitting, reaching and light lifting. Regular and consistent in-person interaction and continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform some essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Automobile and airline travel required in normal course of

job performance. Must be able to travel with luggage and be able to transport materials and personal overnight supplies.

The noise level in the work environment is usually quiet.

Equipment Used

Computer, keyboard, mouse
Copier

Smartphone
Telephone

Scanner
Current office applications

EMPLOYEE ACKNOWLEDGEMENT

Acknowledgements: I have reviewed and understand the above job description and believe it to be accurate and complete. I also understand that the company retains the right to change this job description at any time. I also understand that this job description is not a contract for work.

I certify that I possess all of the essential requirements of the job outlined herein, except as noted here (If none, so state): _____

I do not require an accommodation in order to perform the essential functions of this job as indicated in this job description.

I require an accommodation in order to perform the essential functions of this job as indicated on this job description. The accommodation I require is:

I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

I understand, and fully agree, that this job description does not constitute a written or implied contract for employment and that my employment relationship with the company is "at will," for an unspecified duration, and may be terminated at any time by me or the company as specified by Section 2922 of the California Labor Code.

This position regularly requires long hours and occasional weekend work as job duties demand. I understand that I am an exempt employee and therefore, may be required to work in excess of 40 hours per week without overtime compensation.

Employee's Signature

Date