



Job Announcement

May 2018

Communications Specialist II, Executive Office

The League

Headquartered in downtown Sacramento, since 1898 the League of California Cities® has been an active partner in local government. Providing legislative advocacy, educational and informational services to cities, the League's mission is to enhance the quality of life for all Californians by protecting local control. Reflecting the diversity of California, each of the League's employees is a vital partner in the organization's mission and success

Communications Department

The Communications Department serves the entire organization by providing communications support for the League's wide range of activities and services. The department manages the League's website, production/publishing of its weekly e-newsletter, social media channels, press relations, publications, collaterals and reports, photography, messaging, scripting and article development and editorial assistance throughout the organization. Individual and collective contributions by team members reflect the department's commitment to quality communication, customer service and excellence.

Communications Specialist II, Executive Office

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.

Qualifications & Experience

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.

Employment opportunities are located at: www.cacities.org/employment

Reflecting the diversity of California, the League of California Cities is an equal opportunity employer.

Work Schedule and Travel

The normal work week for this position is Monday through Friday, 8:30 a.m. to 5 p.m. Automobile and airline travel required in normal course of job performance.

Compensation & Benefits

- **Salary:** Depends on Qualifications
- **Retirement:** California Public Employees Retirement System (CalPERS) 2% at 62 for new CalPERS members; 2% at 60 for classic CalPERS members
- **Deferred Compensation:** Employees may defer up to \$18,500 per year through the League's ICMA/RC defined contribution plan.
- **Health and Dental:** Employees may select medical coverage from two HMO and one PPO plans; dental insurance is a PPO plan.
- **Life Insurance:** League-paid \$50,000 life insurance coverage for employees; supplemental employee-paid coverage is available.
- **Other Benefits:** Under the League's Section 125 Plan, employees may use a portion of their salaries on a pre-tax basis to cover child care and/or certain health care expenses.
- **Vacation:** Two weeks annually; three weeks after five years of service.
- **Holidays:** League employees receive twelve paid holidays annually.
- **Sick Leave:** Employees earn twelve days annually.

Recruitment/Decision Schedule

Recruitment for the Communications Specialist II will be ongoing until the position is filled. The goal is to complete the recruitment process at the earliest opportunity and welcome the new team member on board as soon as possible.

Application Procedure

Please submit a cover letter, resume and salary requirements to:

Preferred: careers@cacities.org

Alternative: League of California Cities
Attention: Human Resources Manager
1400 K Street, Ste. 400
Sacramento, CA 95814

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