

CITY OF STONE MOUNTAIN CLASS SPECIFICATION

POSITION TITLE : Admin Assistant to the City Manager – Communications Specialist
REPORTS TO : City Manager
DEPARTMENT : Administration

STARTING SALARY: \$33,592 Annually

NATURE OF WORK:

Under the direction of the City Manager, this position performs a variety of highly responsible, confidential and complex assignments in the City Manager's Office; performs assigned activities with other staff, outside agencies and the general public; and provides highly technical assistance to the organization. This position performs general oversight of organizational initiatives. The position's duties include policy analysis and recommendations, report preparation, project coordination and other related duties as required. This position is also responsible for performing the public communications function for the City's Administration Department, and for the City of Stone Mountain as a whole. Duties involve extensive contact with the public and communicating with the public, media, and other government and non-government organizations on a daily basis. This position requires considerable judgment, discretion and confidentiality in the performance of duties.

The position is full time. Benefits include medical insurance, paid holidays, vacation leave, sick leave, short term disability insurance, life insurance, and retirement. The position of Administrative Assistant to the City Manager - Communications Specialist is governed by Personnel Policy and Procedures Ordinance, Chapter 20, of *The Code of the City of Stone Mountain, Georgia*.

MAJOR DUTIES AND RESPONSIBILITIES:

- Work on special projects as assigned. Includes researching/development of new programs and monitoring of existing programs.
- Serves as a liaison with employees, public and private organizations, the press, community groups and other organizations, provides information and assistance
- Participates in the bi-weekly leadership team meetings and assists with planning for departmental staff meetings.
- Makes presentations to the City Manager, department directors, city staff, elected officials and other government agencies, community groups and organizations.
- Delivers or assists in oral presentations as requested. Prepares written reports and presentations using automated equipment and a variety of computer software packages. Attends staff, public and City Council meetings as required.
- Arrange training and travel for Mayor, City Council and City Manager
- Organize documents and materials requested by City Auditor in preparation for the annual audit
- Organize Planning & Zoning Committee meetings, post signs, notices and prepare meeting agendas; organize and distribute materials for items placed on meeting agendas
- Compose correspondence in standard business formats
- Submit first report of injury for worker's compensation claims; maintain files, forward invoices to carrier for payment and authorize treatment for employees; submit all follow-up paperwork; prepare materials required for annual insurance carrier audit of payroll
- Perform other related duties as required

Communications Specialist

- Coordinates the release of all City information to public and media sources in a proactive manner by communicating with City Manager, city staff, departments, and elected officials
- Coordinates composition of official press releases of the City of Stone Mountain administration department, and for other city departments as requested
- Implements, and periodically updates, the City Communications Plan
- Speaks before public groups regarding city operations and objectives
- Coordinates city and department social media platforms for City of Stone Mountain Administration, and other departments as requested
- Assists city departments, administration, and elected officials with media relations
- Maintains updates to the City's website and other media platforms
- Perform other related duties as required

DESIRABLE QUALIFICATIONS:

Education and Experience:

- Associate Degree in Public Administration, Business Administration or related field;
- Education in the media or public relations field preferred.
- Minimum of two of progressively responsible administration work experience.
- Other combinations of education and experience equivalents will be considered
- Possess a valid Georgia driver's license and a satisfactory Motor Vehicle Report (MVR)

Knowledge, Skills and Abilities:

- Thorough knowledge of modern office practices, methods and standard procedures
- Working knowledge of office automation equipment and other machines such as personal computer, fax machine, typewriter and calculator
- Working knowledge of Microsoft Office Word, Excel and Outlook
- Thorough knowledge of municipal laws, policies, codes and regulations
- Ability to establish and maintain filing systems
- Ability to work independently without specific instruction
- Ability to communicate effectively, both orally and in writing
- Proficiency in interviewing, public relations skills, communications, and public speaking skills
- Knowledge of equipment and procedures for operating and editing media
- Ability to meet and deal tactfully and courteously with a variety of people including but not limited to citizens, business and civic leaders, and other government officials
- Ability to establish and maintain effective working relationships with City employees and the general public

Communications Specialist

- Skill in use of the most current social media platforms most likely to inform the community about city operations
- Knowledge of preparation of public presentations and public service announcements
- Skill in public speaking and interpersonal communication

- Skills in assisting the organizational efforts of community groups

To apply: Interested candidates may email a résumé to manager@stonemountaincity.org or submit to City Manager Thornton, 875 Main Street, Stone Mountain, GA 30083 no later than September 21, 2018. The City of Stone Mountain is an equal opportunity employer.