



## **COMMUNICATIONS DIRECTOR – Council District 3**

**SALARY RANGE:** \$43,901.54 – \$65,852.31

### **JOB SUMMARY:**

Under general direction, performs journalistic and public communications work for the development of informational materials, news releases, and other actions necessary to prepare materials for release. Exercises no supervision.

### **ESSENTIAL JOB FUNCTIONS:**

- Promotes, supports, and integrates community input into City governance.
- Oversees the Council district office's media platforms to include newsletters, press releases, and resident feedback research.
- Ensures accurate and timely information flow between the Council district office and residents through Quarterly newsletters and all other appropriate communication platforms.
- Responsible for news media relations of the Council district office to include drafting opposite the editorial (Op-Ed) page articles and responses to media inquiries and questions relating to the Council district office and other policy related issues.
- Drafts and arranges for the distribution of news releases, pamphlets, and special articles.
- May conduct neighborhood need assessments to include meeting with neighborhood residents, leaders, and community groups to identify needs and available resources.
- Prepares draft speaking points, speeches, and presentations for Councilmember's appearances.
- Performs related duties and fulfills responsibilities as required.

### **EDUCATION AND EXPERIENCE:**

- Bachelor's Degree from an accredited college or university.
- Three (3) years of relevant experience in Public Relations.

OR Equivalent combination of education and experience.

- All applicants are permitted to substitute two years of related full-time experience for one year of higher education or one year of related higher education for two years of experience. One year of full-time experience is defined as 30 or more hours worked per week for 12 months. One year of higher education is defined as 30 credit hours completed at an accredited college or university.

Councilmembers retain the discretion to evaluate and consider all submitted applications.

## KNOWLEDGE, SKILLS, AND ABILITIES

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- Knowledge of communications and marketing principles, methods, and techniques to create a communications plan.
- Skill in operating a personal computer, related applications, and the use of electronic resources.
- Skill in utilizing desktop publishing programs.
- Ability to coordinate with other organizations.
- Ability to research, gather, write, and graphically present information and prepare it for publication.
- Ability to plan and execute project timelines, consider, and account for possible complications.
- Ability to provide excellent customer service and problem solving skills.
- Ability to communicate clearly and concisely.
- Ability to maintain professional demeanor and appearance.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.
- Ability to perform all the physical, intellectual, and analytical requirements of the position including decision making with or without reasonable accommodation.
- Working conditions are primarily inside an office environment but will include traveling to conduct site visits, attend events, and attend meetings at various locations.

***This is a position being hired by City Council Member/Mayor. Positions are not City employees, but are employees of the Mayor or the individual Councilmember. These positions answer only to the Mayor or Councilmember by whom they are employed, and represent only the respective Mayor or Councilmember's point of view in serving constituents. The Mayor or Councilmember has the exclusive right to alter this class specification at any time without notice.***

## APPLICATION INSTRUCTIONS:

Interested individuals should email a letter of interest, resume, and professional writing sample to:

**Ana Bradshaw**

Interim Assistant to City Council

Email: [Ana.Bradshaw@sanantonio.gov](mailto:Ana.Bradshaw@sanantonio.gov)