

CLASS TITLE: COMMUNITY INVOLVEMENT COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general direction performs administrative and public relations work in coordination and presentation of information, training, and promotional programs, and media releases for a City department and other related assigned duties.

ESSENTIAL TASKS:

- Develops, directs, coordinates, and participates in a public relations and information program
- Coordinates the design and production of publications, media releases, articles, and radio and television appearances, announcements, and scheduling
- Promotes community awareness and education of the department and department programs
- Creates or directs the production of brochures, fliers, posters, and audio/visual materials as needed for the department
- Prepares, provides and may present reports and maintains computerized database information in some positions
- Develops and plans format, design, and printing of an annual report or other documents
- Collects or prepares camera-ready art work for printing
- Develops and maintains a slide library for use in department promotion and advertising
- Works with department divisions to publicize departmental activities or other concerns
- Structures, plans, and conducts research on relevant information for citizen groups or departmental information concerns
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in marketing, public relations, art, or journalism, and two (2) years of experience in public relations or a closely related field; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of public relations and journalism practices and techniques; and considerable knowledge of the principles and practices of communication media. Ability to plan and develop a comprehensive public relations program; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting up to 60 pounds; occasional carrying up to 20 pounds; occasional pushing up to five pounds; occasional pulling up to 20 pounds; may be subject to walking, standing, handling, reaching, and bending; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver's License

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 2542

EEO Code: N-02

Pay Code: AT-32

Group: Clerical and Administrative

Series: General Administrative

Effective Date: May 14, 2018