

Notice of Job Opening

Position: Communications Coordinator

Applicants must meet the requirements outlined in the enclosed job description.

*PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

** Effective immediately, **all new hires must be vaccinated against the COVID-19 virus**, unless they have been granted an exemption for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless an exemption is received and approved by the Office of Human Resources.

Department: Water and Water Supply

Number of Vacancies to be filled: 1

Rate of Pay: \$23.00 - \$30.00 per hour/ based on experience

Schedule: 20 hours/week

Application Deadline: **Until Filled**

All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.

Residency Requirement: YES

Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

The City of Albany is an Equal Opportunity /Affirmative Action Employer.

Posted on Wednesday, October 12, 2022

COMMUNICATIONS COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The Communications Coordinator reports directly to the department head and is responsible for the planning, coordination and dissemination of information on City programs, services, events and facilities. Work also includes management of media relations. The incumbent will be responsible for researching and writing materials for release. The Communications Coordinator may upon assignment, act as a spokesperson for various City officials and departments. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Prepares and carries out a strategic media plan that maximizes resident and media awareness of City Of Albany programs and services;
- Prepares media releases on City programs or services;
- Coordinates, researches, and provides advice to City officials and responds to media inquiries for information;
- Prepares press releases as requested;
- Advises City Officials and Department Heads on media requests and media policy;
- Maintains open lines of communication with community organizations and provides prompt responses to requests for public information about the City, its policies and programs;
- Advises the department head on the probable public relations consequences relating to shifts in existing programs and policies;
- Handles all correspondence between the department and public;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of public relations principles and methods;
- Thorough knowledge of the methods and procedures of producing, publishing, and distributing community information materials;
- Good knowledge of personal computers and office equipment;
- Excellent verbal and written communication skills
- Ability to establish and maintain effective working relationships with business, industrial, and government representatives;
- Ability to understand and articulate the opinions of the department head;
- Ability to prioritize news items for inclusion in City publications/website;
- Resourcefulness;
- Integrity;
- Confidentiality;
- Sound judgment;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master's Degree in Communications, Journalism, Public Relations, Marketing or related field; **OR**

- B. Graduation from a regionally accredited New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and one (1) year of experience in writing, collection and distribution of news and related communication or in public or community relations;
- C. Graduation from a regionally accredited New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Associates' Degree and three (3) years of experience in writing, collection and distribution of news and related communication or in public or community relations;
- D. An equivalent combination of training and experience as defined by the limits of (A) through (C).

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