

Class Title	Civic Engagement Specialist
Position Number	0768
Department	County Administration
Division	Communications
Supervised By	Director of Communications

Nature of Work

Performs responsible professional work developing and implementing strategies to build public awareness of County initiatives and projects and promoting public participation in County affairs through citizen education, community building and public information. Works collaboratively with County departments coordinating all public participation efforts.

Primary Duties

- Promotes community involvement in County initiatives through cooperative communication programs with County departments and the public.
- Helps neighborhoods connect to County resources to identify and resolve needs; encourages and helps facilitate the establishment of partnerships between neighborhoods and home owners' associations (HOA).
- Develops and manages technology tools and social media to facilitate citizen engagement and promote public participation.
- Assists the Communications Division with public information efforts including writing for publications, web, social media and video bulletin boards.
- Develops and manages an accurate list of neighborhood and HOA contacts to ensure the effective distribution of County information to neighborhoods; assists in delivery of vital information during an emergency.
- Provides additional support services including working with other County staff to implement the Citizen Leadership Academy, and other citizen education programs that promote awareness of County departments and services.
- Performs other duties as required.

Job Preparation Needed

- Requires a bachelor's degree in communications, marketing, journalism, or public or private administration and considerable experience in community development, developing success partnerships and capacity building, or any equivalent combination of acceptable education, training, and experience.
- Ability to write effectively and concisely for a variety of media.
- Skill in facilitating groups and training design and delivery
- Ability to develop and maintain relationships with diverse groups
- Knowledge and understanding of the concept and practices of civic engagement
- Knowledge of and ability to effectively use social media and databases to get the word out to citizens and to capture needed information about citizens.

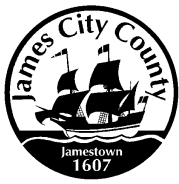
Post Offer Requirements

- Credential check

Introductory period for this position is six months.

Job Location and Conditions

- Performs work primarily in an office setting.
- Requires travel to various meeting locations during and after normal office hours..
- Operates standard office and audiovisual equipment overhead and slide projectors, VCR and monitor
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.
- Operates equipment safely and in accordance with training, wears appropriate personal protective equipment, and reports any unsafe work conditions or practices to supervisor.
- May be required to report to work to serve customers during emergency conditions.



Class Title	Civic Engagement Specialist
Position Number	0768
Department	County Administration
Division	Communications
Supervised By	Director of Communications

General Aptitudes and Physical Requirements

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needs to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

Mental Abilities

- Must have ability to reason and make judgments, to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies.

Verbal Abilities

- Speaking/Talking: Must have ability to answer telephone, radio or switchboard; communicate with County officials, communicate with general public, communicate with vendors, communicate with supervisors and/or with other employees.
- Hearing/Listening: Must have ability to distinguish between different tones; communicate with County officials, public, vendors, supervisors, and/or other employees.
- Reading (ability to read and understand text): Must have ability to read.

Numerical

- Must have ability to mentally perform accurate two digit calculations; ability to perform accurate calculations aided by a calculator, adding machine or measurement device.

Spatial Abilities

- Must have ability to comprehend forms in space and understand relationships of plane and solid objects. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

Manual Dexterity

- Must have ability to use telephone, use radio/console, use calculator, use copy machines, use fax machine, use audio visual equipment, and manipulate computer keyboard and mouse.

Finger Dexterity

- Not essential to job.

Physical Demands

- Strength: Not essential to job.
- Climbing: Not essential to job.
- Standing, sitting, walking, running: Must have ability to: frequently (7-9 hours/day) sit. Standing, walking, running are not essential to job.
- Stooping, kneeling, crouching, and/or crawling: Not essential to job
- Reaching, handling, fingering, and/or feeling: Must have ability to stretch out, extend, or put forth a bodily part; to touch or grasp something, by extending or stretching; to touch, lift, hold or operate with hands 0-5 times per day.
- Seeing: Must have ability for depth perception, color perception, focus, night vision, and peripheral vision.

Driving

- Not essential to job.