



Order supplies for City Hall and Police departments as needed, and prepare related claims and vouchers.

Manages and maintains City of Greensburg website, includes updating content, changing photos, and monitoring correct contact and board information, creates and sends public notices for Greensburg boards and City Council to local media, keep record for the Public Access Counselor.

Provide communications support and insight to all City of Greensburg Departments/Agencies.

Creates and disseminates press releases from the City of Greensburg to media outlets.

Creates social media content and manages all official City of Greensburg social media accounts, and other communication related accounts for video and email management.

Serves as the Mayor's representative at meetings, training, and other events as assigned.

Serves as official photographer and videographer for City of Greensburg.

Serves as spokesperson for City of Greensburg when Mayor is unavailable, provides PIO back up for police and fire departments as needed.

Maintains records for City of Greensburg technology and photo/video equipment.

Participates on committees at Mayor's request.

Performs other duties as assigned.

**I. JOB REQUIREMENTS:**

Associates degree required or Bachelor's degree from an accredited post-secondary education institution, in Communications, Public Relations, or Journalism preferred.

Thorough knowledge of standard office policies and procedures, and ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare correspondence and reports.

Ability to serve as the Mayor's representative at meetings, training, and other events as assigned.

Ability to serve as official photographer and videographer for City of Greensburg.

Ability to serve as spokesperson for City of Greensburg when the Mayor is unavailable, provides PIO back up for police and fire departments as needed.

Ability to create, post, and manage social media and website.

Ability to type with speed and accuracy, and properly operate standard office equipment, including computer, printer, telephone, calculator, camera, video equipment and copier.

Ability to make simple arithmetic calculations and maintain organized files.

Shall comply with all employer and Department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide public access to or maintain confidentiality of Department information/records according to state requirements.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in written or oral form.

Ability to effectively communicate orally and in writing with co-workers, other City personnel, news media, vendors, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to prepare and deliver presentations.

**I. DIFFICUTLY OF WORK:**

Incumbent operates within broad and general guidelines, exercising discretion and independent judgment in selecting the appropriate approach or adapting unclear guidelines to address specific situations. Numerous duties are performed that are not directly related to one another.

**II. RESPONSIBILITY:**

Incumbent performs a variety of standard and recurring duties with priorities determined by supervisor and service needs of the public, referring unusual situations to supervisor.

**III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other City personnel, news media, vendors, and the public for the purpose of exchanging and explaining information.

Incumbent reports directly to the Mayor.

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting for long periods, sitting/standing/walking at will, lifting/carrying objects weighing less than 25 pounds, hearing sounds/communication, speaking clearly, keyboarding, and crouching/kneeling.

V. **OTHER:**

The Communication Director position is a political appointive position of the Mayor. Specific job duties and job requirements are established at the discretion of the Mayor. A person appointed as Communications Director serves at the pleasure of the Mayor and may be terminated by the Mayor at any time.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Communications Director for the City of Greensburg City Hall describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name