



# Communications Director

## Job Posting

<b>Position Title:</b>	Communications Director/Executive Administrative Assistant
<b>Department:</b>	City Hall
<b>Work Schedule:</b>	8:00 am -4:00 pm
<b>Salary:</b>	\$55,000 - \$74,160
<b>Benefits:</b>	<a href="https://www.cityofgreensburg.com/city-services/city-employees/employee-benefits/">https://www.cityofgreensburg.com/city-services/city-employees/employee-benefits/</a>
<b>Status:</b>	Full-time, exempt position
<b>Application Deadline:</b>	Thursday 6/11/2026

The City of Greensburg is seeking a full-time Communications Director to be responsible for the City's communications, public information and media relations, while providing executive-level administrative support to the Mayor.

Application and complete job description are available in the Clerk-Treasurer's office (314 W. Washington St., Greensburg) or online at: <https://www.cityofgreensburg.com/city-services/city-employees/job-opportunities/>

**Please submit completed applications to Julie Nobbe, Personnel Administrator, at the Clerk-Treasurer's Office or by email at [careers@greensburg.in.gov](mailto:careers@greensburg.in.gov). Applications submitted by email MUST be in PDF format and include the position title in the subject line.**

### **A Day in the Life:**

The essential functions of this role are as follows:

- Managing and updating the City website, social media platforms, and other communication channels.
- Creating engaging content, press releases, public notices, photographs, and videos to promote City programs and activities.
- Collaborating with City departments to communicate important information to residents, businesses, and community stakeholders.
- Serving as the City's spokesperson when appropriate and providing public support during events and special projects.
- Attend community meetings, events, activities, and monthly City Council and Board of Works meetings, including recording and posting meeting proceedings as needed.
- Coordinating media inquiries and maintaining positive relationships with local news outlets.

- Providing executive-level administrative support to the Mayor, including managing schedules, coordinating meetings, assisting with correspondence and special projects, as well as answering phones and greeting City Hall visitors.
- Assisting with City Council and Board of Works meeting preparation, agendas, and related communications.
- Serving as a key member of the Mayor's team and performing other duties that support the effective operation of City government.

**What You'll Need for Success:**

**You must meet the following requirements to be considered for employment:**

- Associate's degree required; bachelor's degree in communications, Public Relations, Journalism, or a related field preferred.
- Strong written and verbal communication skills, including the ability to prepare professional correspondence, reports, and public communications.
- Knowledge of standard office practices, procedures, and administrative operations.
- Experience creating, managing, and maintaining website and social media content preferred.
- Ability to represent the Mayor and City at meetings, community events, and public functions.
- Ability to serve as the City's spokesperson and provide public information support when needed.
- Ability to capture and produce professional photography and videography for City communications and promotional purposes.
- Strong organizational and interpersonal skills with the ability to manage multiple projects and priorities.

**BENEFITS OF EMPLOYMENT WITH THE CITY OF GREENSBURG:**

The City of Greensburg offers a comprehensive benefit package for full-time employees which includes:

- Health Insurance: Annual cost is \$400 for single, \$800 for employee + children, \$1,000 for employee + spouse, and \$1,200 for family coverage. *Spouse coverage is available as a conditional offer based on eligibility requirements.*
- Vision and dental plan options.
- Defined Contribution Pension plan through the State of Indiana (PERF).
- Life Insurance: Employer-provided coverage with the option to purchase additional insurance.
- Paid Time Off (PTO): Earn up to 130 hours in the first year.
- Holidays: 12 to 14 paid holidays annually, varying based on the election cycle.
- Eligible for 2 weeks Paid Parental Leave.
- Wellness program

**POSITION DESCRIPTION  
CITY OF GREENSBURG, INDIANA**

**POSITION:** Communications Director  
**DEPARTMENT:** Mayor  
**WORK SCHEDULE:** 8:00 a.m. - 4:00 p.m., M-F  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** August 2020  
**DATE REVISED:** September 2024

**STATUS:** Full-time/Appointed  
**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. City of Greensburg provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as Communications Director for the City of Greensburg City Hall, responsible for performing a variety of City communications.

**DUTIES:**

Answer telephone and greet City Hall visitors, determine nature of call/visit, provide information and assistance, take messages, or direct to appropriate department or individual.

Communicate Mayor's instructions, messages and directives to other City personnel, community groups and members of the public as assigned.

Maintain calendar for Mayor, schedule appointments and meetings, and communicate with various individuals regarding activities, itineraries and related issues. Schedule use of City Council chambers and/or various offices or available room for meetings and activities as requested.

Sort and distribute incoming mail daily, and prepare outgoing mail as assigned.

Compose, type, copy and/or process various documents as assigned by Mayor, Planning and Zoning Administrator, City Council and department heads, such as correspondence and memos. Maintain Mayor's files and maintain database of addresses on computer.

Provide secretarial support to City Council and Board of Works, including typing and posting agendas, copying documents, preparing and mailing packets prior to meetings, maintaining files, and mailing special meeting notices to news media.

Prepare and process claims/vouchers monthly, including verifying and totaling invoice charges, attaching documentation of charges, typing, obtaining signatures, and submitting to Clerk-Treasurer as required.

Communicate with vendors as needed to clarify charges or resolve problems.

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