

**CITY OF COLUMBIA HEIGHTS
EMPLOYMENT OPPORTUNITY
OPEN/COMPETITIVE**

DATE: December 22, 2017

POSITION: **COMMUNICATIONS COORDINATOR**

DUTIES: This position will provide professional assistance to City departments by assuming primary responsibility for coordinating the management and development of the City's communication programs. Ensures high quality and timely distribution of accurate, consistent and relevant information to stakeholders and promotes a positive public image for the community.

REQUIRED QUALIFICATIONS: Bachelor's degree in journalism, public relations, communications, or a related field. Two years of experience managing projects in communications, public relations, community affairs, or related field, preferably in a municipal setting. Responsible experience in communications including writing and editing articles and preparing professional presentations. Writing expertise for marketing, editorial, electronic/social media, and public/media relations purposes. Experience maintaining and updating websites using content management systems and/or html. Experience utilizing social media and preparing flyers and brochures or equivalent. Proficiency with desktop and web publishing software. Experience with designing and writing newsletters. Experience with word processing and spreadsheet software applications in a Windows environment. Experience with Adobe Acrobat, Adobe InDesign, and photo-editing software such as Adobe Photoshop.

DESIRED QUALIFICATIONS: Five years of experience managing projects in communications, public relations, community affairs, or related field, preferably in a municipal setting. Experience with cable broadcast systems and/or programs. Communications experience in a public sector setting; local government, school district, etc.

WAGE RANGE: \$5,053 - \$6,015 per month, plus fringe benefits (2018 Wage Rate).

APPLICATION PROCEDURE: City applications are available from the City Hall Information Window, by downloading from our website at www.columbiaheightsmn.gov or by calling 763-706-3606. To be considered for this position, a city application **MUST** be completely filled out and returned to the HR Director/Assistant to the City Manager, City of Columbia Heights, 590 40th Avenue NE, Columbia Heights, MN. Applications will be accepted until 4:30 PM, Tuesday, January 16, 2018. Resumes may be submitted in addition to, but not in lieu of, the City application. In addition, applicants may submit any other data they feel is pertinent to their consideration.

SELECTION PROCEDURES: Applicants will be evaluated on the following criteria:

Experience & Training	50%
Oral Interview	50%
Inbox Exercise	Pass/Fail

CLOSING DATE: Applications accepted until 4:30 PM, Tuesday, January 16, 2018.

**AN EQUAL OPPORTUNITY EMPLOYER
M / F / V / H**

**THE CITY OF COLUMBIA HEIGHTS DOES NOT DISCRIMINATE ON THE BASIS OF
DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.**