

TITLE: COMMUNITY AFFAIRS ASSISTANT

CODE: 11044

GENERAL DESCRIPTION:

This is responsible public relations work at the full performance level involving the development and implementation of community affairs programs and activities.

Work involves responsibility for effective community affairs program and publication development and implementation. Duties include designing programs, writing copy and making public presentations. This position also has the responsibility for making standard public information technical decisions. This work requires that the employee have good knowledge, skill and ability in public relations.

SUPERVISION RECEIVED:

Works under the general supervision of the Assistant to the District Manager.

EXAMPLES OF DUTIES:

Develops community affairs programs. Designs program formats. Produces audio/visual and print materials. Coordinates program activities and presents programs to target audiences such as municipal officials, legislators, government agencies and the public.

Produces a wide variety of publications. Researches and writes District and employee newsletters, brochures and descriptions of District program. Edits submitted material.

Assists in media relations. Drafts statements and new releases. Responds to press inquiries and maintains relations with representatives of the media.

Assists District personnel with community affairs activities. Drafts agenda and report narratives and advises on the design and implementation of special presentations.

Takes photographs and advises on audio/visual matters.

May participate in and attend public hearings and meetings regarding community affairs.

Performs related work as required.

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KNOWLEGDE, SKILLS AND ABILITIES:

Good knowledge of public relations principles and practices as applied to a regional public organization.

Good knowledge of public administration principles and practices as applied to a regional multi-service utility.

Good ability in public speaking and presentations.

Considerable ability in oral and written communication, especially in preparing publications and new releases.

Good ability to administer community affairs programs and to prepare correspondence and reports.

Good ability in photography and in operating audio/visual equipment.

Considerable ability to establish and maintain working relationships with coworkers, media representatives, other governmental agencies, customers, and the general public.

QUALIFICATIONS:

A bachelor's degree from a recognized college or university in English, journalism, communications or a related field plus two years of progressively responsible experience in public relations, journalism or a related field.

SPECIAL REQUIREMENTS:

Must have a valid driver's license.