

The City of South El Monte is accepting applications for the position of:

Communications Coordinator

Salary Range

\$25.00 - \$29.00 Hourly

\$1,999.85 - \$2,320.15 Biweekly

\$4,333.00 - \$5,027.00 Monthly

\$51,996.00 - \$60,324.00 Annually



Apply by August 30, 2018 5:00pm



City of South El Monte

The City of South El Monte was incorporated on July 30, 1958. The City is a general law City, operates under a Council-Manager form of government, and is located in the heart of the San Gabriel Valley, just 7 miles east of Los Angeles.

The City of South El Monte boasts all comforts of urban life with a small town feel. The City's 22,000 residents represent a good blend of older and younger residents working with the same dedication and community spirit that this City was founded upon. Both the residents and the business community are working together to make the community a better place to live and work. Encompassing 3.25 square miles, the City of South El Monte is a well-balanced community of homes, schools, businesses and churches, as well as excellent parks and recreational facilities.

The Position

The City is looking to hire team-oriented individuals who are interested in joining a city that values individuality and creativity. The ideal candidate has a cooperative outlook with a can do attitude, is self-motivated and has a proactive approach to problem solving. This candidate additionally is an "outside-of-the-box thinker", flexible, has the desire to work in a fast-paced environment and brings new, fresh and innovative ideas to help motivate a space to create change.

Under direct supervision of the City Manager and/or his/her designee coordinates public and news media relations; marketing promotional efforts including writing and editing marketing and informational materials; assist with coordinating departmental social media; assists with setting and implementing departmental internal and external communications strategy; edit departmental publications; assist with writing reports and speaking points for City staff and officials; and photograph events.

Example of Duties

Duties may include, but are not limited to, the following:

- Works with appropriate city staff on the publicity of various programs, events, and issues.
- Formulates diverse materials into written press releases, feature suggestions, calendar listings, news alerts, etc. Creates and distributes department's newsletter (if applicable) Curates content and look of departmental web pages.
- Maintains city photo library.
- Provides creative input and/or develops and creates: departmental marketing and publicity campaigns, departmental entry of awards programs and contests, and other related collateral.
- Assists with writing reports and speaking points for City staff and officials.
- Assist with social media efforts, take photos and contribute creative ideas to enhance program.
- Update and maintain City's website.
- Performs a wide variety of duties.

Employment Standards

Knowledge and Abilities

- Work well with a variety of staff members to maximize program and event exposure on an ongoing basis.
- Communicate effectively: orally, in writing, and presentations.
- Take initiative to identify problems and seek solutions.
- Manage responsibilities, prioritize and meet deadlines; handle last minute information and requests as well as implement long-term strategy.
- Knowledge of Southern California media outlets, including blogs and social media.
- Knowledge of methods and techniques of disseminating information to the media and the public.
- Ability to work independently and meet deadlines.
- Ability to tailor materials to different audiences (such as residents, non-residents, seniors, young families, teens, and local businesses) and create avenues for departmental messages to reach diverse audiences.
- Expertise in all appropriate computer applications related to job functions, including but not limited to content management systems.

Essential Functions/A.D.A.: Ability to operate, computer office software, calculator, telephone, copying machine; ability to understand and respond to the public's and staff's requests for assistance both on the computer, phone, and in person; ability to prepare narrative reports, perform mathematical calculations, and sort/file documents.

Minimum Requirements: **Education:** A four-year college degree in journalism, communications, marketing or related field. **Experience:** Three years' experience as a publicist, journalist, staff writer or marketing associate (public sector experience preferred).

Licenses & Certifications: Possession of a valid California Class C driver's license and acceptable driving record at time of appointment and throughout employment in this position.

Physical Demands: Work is performed in an office environment. Office work requires sitting for periods of time and the use of a computer keyboard and screen. Required vision (which may be corrected) to read small print. The incumbent will have the required mobility to stand, (for up to 8 hours) kneel, bend, crouch, and twist. The incumbent will have ability to reach, grasp lift, carry, push, pull and drag objects of up to 25 pounds.

Work Environment: Works alone, with the public, staff and elected officials, has verbal contact with others, face-to-face and telephone contact, inside, outside, extended days, confined areas, extreme heat/cold, temperature changes, wet and/or humid, noise, and dirt/dust. May be required to use personal vehicle in the course of employment. Required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings or events. May be required to work at a computer for prolonged periods. May be required to stand for prolonged periods of time.

Work Schedule: A consistent schedule during City Hall's normal business hours of 7:00am to 5:30pm Monday – Thursday. City Hall is closed on Fridays. Will be required to work holidays, evenings and weekends for City events as assigned.

Important Notices:

This position is subject to the Memorandum of Understanding in effect at the date of hire of the South El Monte Employees' Association.

SELECTION PROCESS: Applicants demonstrating the most directly related experience/training will be invited to participate in an oral interview. Work examples will be requested. All appointments are subject to approval of the City Manager. Fingerprints and background check will be conducted prior to appointment. Applications are available at South El Monte City Hall and on-line at www.ci.south-el-monte.ca.us/ On-line applications and or resumes will not be accepted.

Applicants with disabilities must contact the Human Resources Department prior to the final filing date to determine a reasonable accommodation to the application/selection process and/or the essential functions of the position.

IMPORTANT

NOTICE: EQUAL OPPORTUNITY EMPLOYER: The City of South El Monte is an Equal Opportunity Employer. It is the policy of the City of South El Monte to provide employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medication condition (cancer and genetic characteristics), or genetic information.

LEGAL RIGHT TO WORK IN THE UNITED STATES: The Immigration Reform and Control Act of 1986 requires all new hire employees to submit verification of the legal right to work in the United States within three (3) business days beginning with the first day of work. The City is legally prohibited from employing anyone who cannot provide such verification of documentation.

REASONABLE ACCOMODATIONS: Applicants with disabilities must contact the Human Resources Department prior to the final filing date to determine a reasonable accommodation to the application/selection process and/or the essential functions of the position. The City of South El Monte is committed to providing

reasonable accommodation to applicants as required by the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA). Individuals with qualified disabilities who need reasonable accommodation during the selection process must specify the accommodations needed, in writing, at the time when the employment application is submitted.

EMERGENCY DISASTER WORKER: City of South El Monte employees are registered as an Emergency Disaster Worker and must take an oath. In the event of a declared emergency, City employees shall initially remain at work, or if recalled, shall report to work after completing critical personal and family emergency responsibilities.

**BENEFITS HEALTH
SUMMARY:**

Health, Dental, and Vision Insurance are available to the employee and dependents. The City participates in the CalPERS medical insurance program. Dental and Vision are paid by the City and employees receive a generous allocation toward Health Insurance.

Long Term Disability: City pays full premium for all full-time employees.

Term Life Insurance and AD & D Insurance: City pays full premium for all full-time employees.

Employee Assistance Program: EAP services designed to help through life's challenges are available through Hartford.

PAID LEAVES

Holidays: 12 paid days per year

Vacation: Based on years of City service. Eight (8) hours per month (accrued at the rate of four (4) hours bi-weekly for 24 of the 26 pay periods annually) during the first five (5) years of service; ten (10) hours per month (accrued at the rate of five (5) hours bi-weekly for 24 of the 26 pay periods annually) during the sixth (6th) through the tenth (10th) years of service; twelve (12) hours per month (accrued at the rate of six (6) hours bi-weekly for 24 of the 26 pay periods annually) during the eleventh (11th) through fifteenth (15th) years of service; and thirteen (13) hours per month (accrued at the rate of six and one-half (6.5) hours bi-weekly for 24 of the 26 pay periods annually) during the sixteenth (16th) and following years of service.

Sick Leave: Earned at a rate of 8 hours per month.

Bereavement Leave: 3 days per calendar year.

RETIREMENT

Participation in California Public Employees Retirement System (CalPERS)

CalPERS Retirement Plan:

First Level effective 05/16/1966 - 2.5% @ 55 with a member rate of 8.0

Second Level effective 05/27/2012 - 2% @ 60 with a member rate of 7.0

PEPRA New Members effective 01/01/2013 - 2% @ 62 with a member rate of 6.25.

The City also participates in the Social Security retirement system.

The provisions of this job announcement do not constitute a contract, expressed or implied, and any provision contained in this job announcement may be modified or revoked without notice.

