

Communications and Public Affairs Officer – City of Scottsdale
Strategic Resources Group

Compensation is highly competitive and Job Posting: #1031/10022-chc/II dependent upon qualifications. Unclassified

Opening Date: February 1, 2010

Closing Date: Until Filled (First Review of Resumes February 26, 2010)

QUALIFICATIONS

The ideal candidate will have a Masters Degree or equivalent in communications, journalism or a related field and a minimum of seven years experience in a responsible administrative position in communication and/or public affairs. Certifications in related fields from professional groups, such as the Public Relations Society of America or International Association of Business Communicators, are desirable.

RESPONSIBILITIES

The Communications and Public Affairs Officer works closely with city management, the organization and policy makers to define and accomplish strategic communications goals and objectives. Serves as a sounding board for city management, Mayor and City Council, other policy groups and the organizations on communications needs, issues, and initiatives. Exercises responsible judgment in advising elected and administrative officials on sensitive and crisis-oriented issues. Ensures that communications are coordinated and meet the needs of various audiences and parties that may be impacted, including the City Council, city management, employees, citizens, customers and specific interest groups. Acts as primary spokesperson for the city; coordinates media relations for Mayor, City Council and City Manager's Office. May have both direct and indirect supervisory responsibilities working in a cross-functional and collaborative environment.

Among the initial priorities for this position will be: 1) Assessing the city's current communications needs and the organization of communications functions and making recommendations for adjustments or restructuring if necessary and 2) assuring that the budget process and other key issues are well communicated to employees and the public.

Full job description may be found on our website:

<https://eservices.scottsdaleaz.gov/eServices/HRJobDescription/default.aspx>

SELECTION PROCESS

To apply, please submit a cover letter with salary history, a comprehensive resume and the names of three work references to: Ms. Carla H. Coward, Senior Human Resources Analyst Human Resources, City of Scottsdale, 7575 East Main Street, Scottsdale, AZ 85251. Or e-mail to hr@ScottsdaleAZ.gov.

Applicants whose education, training and experience most closely meet the needs of the position may be invited to participate in an assessment process.

The City of Scottsdale is an Equal Opportunity Employer and values diversity at all levels of its workplace.