

# NOTICE OF JOB OPENING

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<b>Posting Begins</b>	December 15, 2016	<b>Posting Ends</b>	January 11, 2017
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<b>Position Title</b>	<b>MEDIA RELATIONS SPECIALIST</b>
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<b>Department</b>	County Administration	<b>Division</b>	Public Relations
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X	New Position	X	Full-time	40	Hrs./Week
	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

<b>Location of Position</b>	City Hall 6 <sup>th</sup> Floor
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**BRIEF JOB DESCRIPTION:** The media relations specialist is responsible for coordinating the content and business operations for the city/county broadcast television network and video productions. The position requires judgment, organization and follow-through. Responsible for managing the broadcast television network, including the planning, shooting, editing of video and the managing of station content; collaborate with the Public Information Officer on shooting and editing schedules; participants in video programming; monitor and track deadlines, errors, coverage of identified stakeholder information needs and other performance measures; serves as an ambassador for the Public Relations Office with both internal and external audiences; manages supplies, ordering and security, in collaboration with the Public Information Officer. Performs other duties assigned as necessary.

**MINIMUM QUALIFICATIONS:** Bachelor's Degree in Journalism or related field and two years of public relations or media related work experience; or, any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Video shooting and editing knowledge; experience with the Final Cut Studio and Adobe Creative Suite video editing software, Microsoft Office software and non-linear editing software. Ability to read, analyze and interpret general professional journals, technical procedures, or government regulations; ability to write reports, general curriculum and learning theories, correspondence, and protocols. Must have a valid driver's license.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

<b>Salary Range</b>	\$4,241.47-\$5,454.80/mo.	<b>PI #</b>	6166	<b>Class. Code</b>	0504
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It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.**

**PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY  
EOE**