

PIERCE TOWNSHIP, OHIO
POSITION DESCRIPTION



TITLE: Communications & Special
Projects Coordinator

DEPARTMENT: Administration

JOB CODE: 1000-110

SALARY GRADE: 07

FLSA STATUS: Non-Exempt

POSITION REPORTS TO: Township Administrator

WORK STATUS: P/T Position

DATE OF DESCRIPTION: November 21st, 2023

POSITION SUMMARY

Under the direction of the Township Administrator, the Communications and Special Projects Coordinator performs a wide variety of complex administrative, communications, marketing, and special events coordination activities for the Township. The position requires creativity, ingenuity, exceptional interpersonal skills, and the exercise of discretion and independent judgement.

SUPERVISORY RESPONSIBILITIES

The incumbent works closely with the Township Administrator to oversee and coordinate activities of the Cemetery and Parks staff on matters related to special event planning and execution.

ESSENTIAL FUNCTIONS OF THE JOB

The following highlight, but are not limited to, the responsibilities of the position.

COMMUNICATIONS & MARKETING

- Manages all external communications of the Township, including the Township website, all social media platforms utilized by the Township, prepares press releases, and coordinates with the Township Administrator and Department Heads responses to media inquiries.
- Develops and supports an ongoing communication program for the Township, ensuring the public is informed about Township activities and that the good news of the community is broadly advertised.
- Works closely with the Community Development Director and Township Administrator in preparing marketing materials and messaging for the community. This includes visual and written media supporting economic development activities.

- Manages meeting broadcasts and coordinates coverage with other Township staff.
- Prepares quarterly newsletters for Pierce Township residents, and targeted informational flyers for specific issues. Coordinates citizen surveys and quick polls. Provides quarterly reports and statistics on outreach activities and website/social media reach.
- Assist in coordination of public open houses and public forums.

ADMINISTRATIVE ACTIVITIES

- Assist Township Administrator in various reports, research, and communications.
- Assist in preparation of Board of Trustee agenda packets.
- Assist Township Trustees in obtaining information for constituents.
- Greet visitors and provide direction to Township services and Departments.
- Shares the point of contact at the front counter of the administrative offices.
- Assist administrative staff in coordinating with Township information technology consultant.
- Assist Township Administrator in administrative activities as needed to support operations of the Administration Department.

SPECIAL EVENTS

- Provides the lead on Township directed special events. Coordinates planning meetings and attends the events. For Township Parks Committee events, provides a central contact point with the Parks & Greenspace Committee and residents.
- Regularly meets with the Township Parks and Greenspace Committee to brainstorm ideas for community events and provide Township feedback on enhancements or adjustments to the programs.
- Coordinates reservations and rentals of park facilities, including Shelters, Tennis Courts, and Ballfield. Maintains the special events permitting system, reviewing requests for special permits, and issuing (electronically) permits via Township's online system.
- Researches other communities special event programing and procedures, and provides suggestions for improvements or new programing within current Township budgetary constraints.

OTHER WORK PERFORMED

- Works collaboratively with the Community Development Department in identifying grant opportunities and gathering/preparing information for grant submittals.
- Assist other Departments in preparation of grant applications, as time permits.
- All other duties as assigned by the Township Administrator.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The incumbent will have knowledge of:

- Various computer software systems to create and produce public communications. Includes working knowledge of website designs and how to effectively utilize website design for messaging.
- Knowledge of various social media platforms including Facebook, X, Instagram, and Snapchat. Additionally, knowledge of community forums such as NextDoor and Reddit. Ability to post accurate and unbiased information responding to community questions and concerns.
- Effective use of media to convey information.
- Basic understanding of governmental functions, including public safety, public works, zoning and parks and recreation.

The incumbent will have the ability to:

- Provide superior customer service. Be accessible and responsive to the public, elected officials, and staff.
- Handle confidential information appropriately.
- Be a quick learner. Be adaptable and nimble in performing the duties of the position. Be confident and poised in working with the public, media, elected officials, and citizens.
- Be creative and an effective communicator. Encourage creativity within the organization and suggest 'out of the box' thinking.
- Provide superior written materials. Be comfortable with providing on-camera interviews related to Township activities.
- Build interest in Township events via multiple media channels.
- Work independently and effectively managing multiple and conflicting tasks simultaneously.
- Work under stressful conditions and manage hostility with grace and empathy.
- Develop and coordinate various meetings with a wide range of participants. Attend evening, and at rare times, weekend meetings.
- Approach work tasks in an organized fashion. Develop a schedule for project completion and ensure timelines are met.
- Be approachable and open to new ideas and suggestions.

MINIMUM QUALIFICATIONS

A degree from a four-year accredited college or university is desired. Training or experience in media, communications, parks and recreation, marketing, or public administration is ideal for the position.

COMPENSATION AND HOURS OF WORK

Beginning salary for the position will depend upon incumbent's experience and training. The Township anticipates the average weekly hours worked will be up to 25 hours. The weekly schedule will be set with the needs of the Township and incumbent in mind.

PHYSICAL DEMANDS AND WORKING CONDITIONS

While performing the duties of this job, the employee is regularly required to sit, walk, stand, use fingers, talk, hear, grasp, reach with hands, see using close vision, see using distance, and adjust vision between close and distant. Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements in the operation of computer keyboard, telephone, copier, calculator and manual files. Ability to lift, carry, or pull up to 30 pounds. Employee may be exposed to outside conditions periodically, including hot and cold weather in evaluating property.

FUNCTION OF POSITION DESCRIPTION

This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. Pierce Township retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgement.

This job description is not a contract for employment and is in no way intended to provide any guarantees of employment that would conflict with the at-will nature of the position.

Pierce Township is an equal opportunity employer in compliance with the Americans with Disabilities Act. The Township will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.