Job Title	Communications Specialist II
Job Code	
Exempt Status	Exempt *Exemption may be subject to applicable salary requirements from the Department of Labor
Position Status	
EEO Classification	

Job Summary

The Communications Specialist II, under general supervision, writes, edits, designs and assists in the production of informational and promotional materials, presentations and special events.

Essential Duties and Responsibilities

- Writes, edits, designs and produces brochures, invitation, advertisements, flyers, newsletters, speeches and reports.
- Proofs, edits and updates information on departmental website
- Maintains a tracking system for project timelines and costs
- Assists in developing and implementing the overall departmental communications plan
- Drafts news releases
- Assists in planning, implementing and promoting special events and programs
- Prepares and coordinates publications with printers.
- Prepares presentations and displays.

This document represents the major duties, responsibilities, and authorities of this job, and is not intended to be a complete list of all tasks and functions. Other duties may be assigned.

Additional Responsibilities

Minimum Requirements

Education – Bachelor's degree or equivalent combination of education and experience.

Experience – Two years of communications and/or marketing experience.

Knowledge of – Knowledge of word processing and spreadsheet applications.

Ability to – Ability to multitask and work cooperatively with others. Strong verbal and written communication skills. Strong interpersonal and organizational skills. Ability to present information clearly and concisely.

Licensing / Professional Certification – None.

Physical Requirements – None.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervision of Others

This position generally does not supervise employees.

Other Requirements