



MARICOPA COUNTY  
invites applications for the position of:

# Communications Officer

An Equal Opportunity Employer

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**OPENING DATE:** 02/05/15

**CLOSING DATE:** Continuous

**DEPARTMENT:** County Manager

**JOB TYPE:** Unclassified/Full-Time

**LOCATION:** Phoenix, 85003, Arizona

**SALARY:** \$94,785.60 - \$139,796.80 Annually

## POSITION OVERVIEW:

The Communications Officer will manage and direct the overall planning, development, and coordination of the day-to-day operations of Maricopa County's Communications Office, including digital communications, public information, public relations, marketing, internal communication, external and internal web content, social media channels, and audio and video production services. The Communications Officer is also responsible for developing and shaping Maricopa County's public image in alignment with the organization's mission and strategic plan.

This recruitment is open until filled with a first review of applications scheduled the week of February 23, 2015.

## POSITION QUALIFICATIONS:

### ***Minimum Education and/or Experience:***

Bachelor's degree in public relations, journalism, communications, or a related field and ten (10) years of professional journalism, communications, or public relations experience, including five (5) years of supervisory and/or management experience. Other combinations of education and experience may be considered in substitution for the minimum qualifications on a year for year basis.

### ***Knowledge, Skills, and Abilities:***

The Communications Officer will have exemplary analytical, leadership, and interpersonal skills. They will have a successful record of creative problem-solving, working under tight timelines, and persuasiveness. Knowledge of traditional, social and digital media is required as is experience implementing and utilizing business processes. Additional skills must include outstanding written and verbal communication, specifically, coordination of media interviews, press releases, and speeches. The Communications Officer must develop constructive and cooperative working relationships with others and maintain them over time. The Communications Officer must also be able to propose new methods of interpreting and managing challenges and become familiar with county and other governmental entities.

***Preferred Education and/or Experience:***

Previous work experience in a government setting. Master's degree in Public Administration, Public Policy, Journalism, Marketing, Communications, Public Relations, or related field.

***Working Conditions:***

Job requires: being careful about details and thorough in completing work tasks; establishing and maintaining personally challenging achievement goals; being honest and ethical; being reliable, responsible, and dependable in fulfilling obligations; accepting constructive feedback and dealing calmly and effectively with high stress situations; being pleasant with others on the job and displaying a good-natured, cooperative attitude.

**ESSENTIAL JOB TASKS:**

Plans, directs, and implements objectives related to communications and public information in support of the Board of Supervisors' and County Manager's strategic plan. Attends Board of Supervisors' Formal and Informal meetings, agenda staffing meetings, and other meetings as directed by the Board members and County Manager and identifies and creates opportunities to reinforce a positive county image. Supervises and evaluates assigned staff by directing their work and completing employee performance appraisals. Conducts interviews to hire direct reports. Represents Maricopa County and the Board of Supervisors in resolving sensitive and often controversial public information issues and participates in discussions with elected officials, department directors, citizens, media, and representatives of other governmental agencies. Works closely with the County Manager and Board of Supervisors' staff to develop and manage a plan to make Maricopa County a regional and national leader in traditional and digital communications. Develops an effective approach to the preparation of video programming for county-wide consumption, including local Channel 11 stations, employees, and the general public. Provides guidance and assists with communications involving issues raised by the Board of Supervisors' constituents. Provides expertise on specific topics and issues, when requested. Prepares and assists with preparation of speeches, presentations and coordination of public appearances for the Board of Supervisors, County Manager, and county leadership. Creates and oversees press events for Board members and county leadership. Manages the marketing and design of the county's internal and external websites, ensuring consistency and accessibility of information. Identifies online and social media strategies to improve efficiency and responsiveness to citizens. Assists with the preparation and approval of the division's budget, monitoring expenditures to ensure compliance. Oversees internal communications to county employees through visual displays, production of newsletters, websites, and employee events. Exhibits a service orientation toward customers and maintains productive working relationships, including those with the local media. Ensures that communications are coordinated with the county department's public information officers and county elected officials' public information officers to develop and shape Maricopa County's public image.

**SELECTION PROCEDURE:**

The hiring authority will select the successful candidate based on departmental needs.

Successful candidates are hired at a salary based on applicable experience.

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APPLICATIONS MAY ONLY BE FILED ONLINE AT:

<https://jobs.maricopa.gov>

OUR OFFICE IS LOCATED AT:

301 W Jefferson

Suite 200

Job #200PIO020415  
COMMUNICATIONS OFFICER  
KF

Phoenix, AZ 85003

602-506-3755 (staffed Mon-Fri, 8am – 5pm MST, excluding holidays)

[hrfeedback@mail.maricopa.gov](mailto:hrfeedback@mail.maricopa.gov)

It is the policy of Maricopa County not to discriminate in employment or the provision of services. Maricopa County is an Equal Opportunity Employer. We provide reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Auxiliary aids and services are available upon request to individuals with disabilities.

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## Communications Officer Supplemental Questionnaire

- \* 1. Please identify your highest level of education COMPLETED. IMPORTANT: LIST ALL EDUCATION IN THE APPLICABLE SECTION OF THE APPLICATION. Please indicate type of diploma/degree, college major/minor, and name of institution. If you did not complete a degree program, include your high school diploma/GED information, as well as the number of college semester/quarter hours completed. NOTE: Failure to provide complete information will likely result in the disqualification of your application.
- ☐ Doctorate
  - ☐ Master's degree
  - ☐ Bachelor's degree
  - ☐ Associate's degree
  - ☐ Technical school (non-Associate's degree)
  - ☐ High School diploma or GED certificate
  - ☐ Less than a High School diploma or GED certificate
- \* 2. Please indicate your years of journalism, communications, and/or public relations experience.
- ☐ 10 or more years
  - ☐ 8 or more years but less than 10 years
  - ☐ 6 or more years but less than 8 years
  - ☐ 4 or more years but less than 6 years
  - ☐ 2 or more years but less than 4 years
  - ☐ Less than 2 years
  - ☐ No experience
- \* 3. Please indicate your years of professional level supervisory or managerial work experience.
- ☐ 5 or more years
  - ☐ 4 or more years but less than 5 years
  - ☐ 3 or more years but less than 4 years
  - ☐ 2 or more years but less than 3 years
  - ☐ 1 or more years but less than 2 years
  - ☐ Less than 1 year
  - ☐ No experience
- \* 4. Do you have prior public sector/government work experience?
- ☐ Yes
  - ☐ No
- \* 5. Do you have experience in digital communications and social media tracking?
- ☐ Yes
  - ☐ No
6. If you answered "yes" to the previous question, please describe your experience and include examples.
- \* 7. Do you have experience with public information requests?
- ☐ Yes
  - ☐ No
8. If you answered "yes" to the previous question, please describe your experience and include examples.

\* 9. Do you have experience in audio and video production services?

☐ Yes

☐ No

10. If you answered "yes" to the previous question, please describe your experience and include examples.

\* Required Question