



JOB OPENING
Council Communications Coordinator
San Diego City Council Administration (Unclassified)

POSITION: Council Communications Coordinator
SALARY: Depends on Qualifications
OPENING DATE: August 19, 2019
CLOSING DATE: Open Until Filled

JOB OPENING INFORMATION

The Department:

Council Administration Department of the City Council functions under the administrative and policy direction of the Council President. It provides general office management for Council offices, including the preparation of budgets, payroll, and personnel benefits, and liaises with other departments and governmental agencies. The Department includes the Director of Legislative Affairs, the Council docket office, and Council committee consultants who provide consultation to eight standing committees of the Council: Active Transportation & Infrastructure; Audit; Budget & Government Efficiency; Economic Development & Intergovernmental Relations; Environment; Land Use & Housing; Public Safety & Livable Neighborhoods; and Rules.

The Position:

The Communications Coordinator will serve as a liaison to the City's Communications Department and will work to develop the City Council's communication strategy to communicate the goals, priorities, and accomplishments of the City Council, among other related duties and responsibilities.

Key Areas of Responsibility:

Roles and responsibilities include, but are not limited to, the following:

- Develop policies/procedures for assisting all Council offices with communication in various forms of media;
- Serve as an effective liaison between Council Administration, all Council office communication staff, and the City's Communications Department;

- Develop a strategy for communicating the Council Work Plan priorities to the public, including progress on achieving priorities and the Council’s accomplishments.

Qualifications:

The ideal candidate will possess the following qualifications:

- Bachelor’s degree in a related field;
- Master’s degree in a related field is preferred;
- Strong understanding of processes and procedures of the following;
 - San Diego’s local government jurisdictions and agencies,
 - California cities,
 - State of California agencies, policies, and legislation,
 - Federal government policies and legislation;
- Excellent verbal and written communication skills and attention to detail;
- Ability to develop and maintain strong relationships with media;
- Ability to communicate effectively to various audiences, including elected officials, various levels of City management, and constituents;
- Ability to develop effective and creative forms of communication with constituents;
- Proficient and creative in using different forms of media, including social media and videography;
- Strong political acumen to work effectively at all levels of government;
- Ability to work independently and as part of a team in a fast-paced, high pressure environment that demands navigating and executing multiple priorities on tight time constraints;
- Ability to collaborate and work effectively in a team environment;
- Energetic and motivated with the ability to take initiative;
- Resourceful and passionate for local government, including advancing the goals and priorities of the City Council and the City of San Diego.

Management Compensation and Benefits:

The successful candidate will be eligible for participation in the City’s Flexible Benefits Plan that offers several optional benefit plans or a taxable cash option; \$50,000 in City-paid life insurance; paid annual leave accruing at 22 days per year for the 1st through the 15th year of service. For further information, please contact the Risk Management Department at (619) 236-6600. Retirement benefits for this unclassified position depend on the candidate’s eligible status (new hire, rehire, etc.). To learn more about employee benefits, please review the [Benefits Summary for Unclassified Employees](#). Some benefits currently offered to employees may be modified in the future.

Pre-Employment Requirements:

Employment offers are conditional pending the results of all screening processes that are applicable to this job, which may include but are not limited to the following: Proof of citizenship or legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the Federal Bureau of Investigation and the California Department of Justice for a conviction record report. Certain positions may require additional screening processes which may include a polygraph examination and/or background

investigation. All of these processes must be successfully completed before employment begins. A positive test for alcohol, illegal drugs, including marijuana, or inadequately explained prescription drugs, misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification and/or termination of employment. Nothing in this job posting constitutes an expressed or implied contract for employment with the City of San Diego.

Medical Evaluation:

A City medical examination including drug/alcohol screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. The individual must be able to perform the essential duties of the position with or without reasonable accommodation. The City of San Diego is committed to a drug and alcohol-free work place.

Selection Process:

To be considered for this position, please submit your: 1) current resume; 2) a letter of interest highlighting your relevant work experience and qualifications for this position; and 3) a list of three professional references via email to georgettegomez@sandiego.gov.

Resumes will be screened according to the qualifications outlined above and the most qualified candidates will be invited to an interview.

The City of San Diego has an active Equal Opportunity/ADA Program for employment and vigorously supports diversity in the workplace.