

COMMUNICATIONS COORDINATOR

Job Code	Pay Grade
19226	150

Nature of Work

This is highly responsible professional, technical, public relations work assisting the Clerk of Court with modern web design, overseeing publications, press releases, and all aspects of community outreach efforts. An employee in this classification researches, plans, and implements web design and development, assesses the public needs of the Clerk's customer base, and modernizes Clerk's publications including brochures, press releases, annual reports, etc. Work is performed with considerable independent judgment and initiative under the general supervision of the Chief Deputy of the Court & Operational Services Division and is reviewed by observation of results achieved, conferences and reports.

Minimum Qualification Requirements

- Bachelor's degree in web design, public relations, journalism, English or a related field; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive)

- Designs the Clerk's Web Pages and maintains its daily upkeep.
- Reviews and evaluates data from the customer base as it relates to customer service requirements.
- Tracks and analyzes transaction reports to identify changing web page needs.
- Facilitates the meeting of organization development teams for the purpose of diagnosing system problems, and implements strategies for increasing effectiveness.
- Assists individual managers and supervisors in implementing organizational changes in web services.
- Reviews the current publications, literature, and keeps the organization's web page system up-to-date.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of web design
- Strong writing skills.
- Knowledge of the objectives, methods, and problems of organizational development.
- Knowledge of modern business methods and procedures applicable to public administration.
- Knowledge of the methods used in making statistical surveys and the preparation of reports.
- Knowledge of the functions, operations, and structure of the Clerk's Office and Pinellas County Government.
- Skill in writing a variety of messages to a diverse audience.
- Skill in listening.
- Skill in assembling complex technical data in a reasonable, timely and comprehensive manner.
- Ability to apply computer applications and software.
- Ability to assist employees and managers with on-line services.
- Ability to establish good working relationships with other public agencies and the public.
- Ability to present oral and written comments and recommendations clearly, and concisely.

For official use only

Revised	EEOC Code	Overtime Code
11/15	Professionals	Exempt