

Under the Supervision of the Mississippi County Judge, John Alan Nelson, the Communications Specialist functions as the Ways and Means Coordinator. Performing all related duties and routines necessary to promote a positive community image. Develops opportunities and processes to build positive relationships with employees, patrons and community.

**ESSENTIAL FUNCTIONS:**

1. Conducts all business with integrity and in a professional manner at all times.
2. Assists in the management and development of projects; coordinates projects, schedules, tracks the progress of projects already in place and reports their results.
3. Assists in fielding inquiries from the press and making arrangements for press visits to the county for interviews, filming etc.
4. Maintains knowledge about policies and procedures and answers questions within guidelines.
5. Assists in Creating Solutions for Problems.
7. Ability to occasionally travel throughout the county and state.
8. High energy, proactive personality, with the ability to persuade people; the ability to react to social hazards quickly while protecting the organization.
9. Possess a talent for making other people feel welcome; interact with different types of people.
10. Assists in the development and distribution of a public relations strategy, be able to handle a potential PR crisis while maintaining a positive attitude in volatile conditions. Must be able to work on behalf of the organization to enhance and protect its reputation.
11. Works well in a Group Environment. The ability to depart from ones ego and work for the betterment of the organization.
12. Assists with the development, maintenance, updating, editing and proofing of social media sites (Facebook, Twitter, etc.) as directed.

**MARGINAL FUNCTIONS:**

1. Must demonstrate competence in proof reading, editing, and writing.
2. Requires ability to communicate orally and in writing with precision in grammar, punctuation, and spelling.
3. Requires outstanding interpersonal skills.
4. Requires ability to recall data and information with accuracy.
5. Must demonstrate competence in use of computers, including proficiency with Microsoft Office programs (Word, Excel, etc.).
6. Must possess good sense of humor and ability to work cooperatively and collaboratively.
7. Must possess outstanding organizational skills, strong time management skills, and the ability to juggle and manage multiple tasks. Knowledge in Journalism a plus.
8. Overly enthusiastic; Positive; Possess a large amount of Stamina.

**Desirable Knowledge & Abilities:**

1. Experience working with patrons, community businesses and agencies.
2. Ability to perform minimal bookkeeping procedures.
3. Ability to learn and interpret rules, regulations, laws and instructions.

**Specifically for This Position:**

1. Ability to meet and interact with public and employees with tact, courtesy and discretion.
2. Ability to compile information from various sources.
3. Ability to exercise independent judgment in the interrelation and application of standard practices and procedures.

Interested applicants, please submit a resume to Courtney Cooper at [cooper@smail.anc.edu](mailto:cooper@smail.anc.edu).