

COMMUNICATIONS ASSISTANT

TOMPKINS COUNTY

Department Public Works-SW

Classification Competitive

Labor Grade H (8)

Approved Reclass

Revised _____

By AF, Commissioner of Personnel

DISTINGUISHING FEATURES OF THE CLASS:

The Communications Assistant assists the Communications and Administrative Coordinator (CAAC) with the day-to-day public relations, education, marketing and communication efforts of the Tompkins County Solid Waste Division. As a member of the waste assessment team, the employee is responsible for gathering information on current recycling efforts, preparing reports and making recommendations. The incumbent will work under the direct supervision of the Communications and Administrative Coordinator. A moderate amount of autonomy and independent judgment is expected. Supervision of others is not a function of this position. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Assists the CAAC with solid waste education of programs and provides information to residences, businesses and schools;
- Assists the CAAC with developing public knowledge of county solid waste programs;
- Assists the CAAC with presentations to educate the community about solid waste programs and recycling opportunities;
- Assists the CAAC with developing long-range communication plans for the organization to inform the public waste reduction opportunities;
- Assisting the CAAC with communication the County's Solid Waste programs through presentations, brochures, posters, radio, television, newspaper, playbills, screen scenes, etc;
- Assist the CAAC and help coordinate producing special presentations, large public events, materials, displays, handouts, etc;
- Researches for information of waste reduction activities to present at presentations and local events;
- Assist recycling staff and CAAC in all public information communicated;
- Assists the Recycling staff with solid waste assessments, prepares reports and suggestions for the organization being assessed.

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COMMUNICATIONS ASSISTANT (CONTINUED)

KNOWLEDGE SKILLS, ABILITIES AND PERSONAL CHARACTERISTIC:

Working knowledge of the operation of a personal computer and how to search and work with information and data on the internet;
Good knowledge of office terminology, procedures and equipment;
Strong written and verbal communication skills;
Strong interpersonal skills;
Ability to work with educational, business, private citizens, community groups, etc.;
Ability to understand and carry out complex oral and written instructions;
Ability to prepare and present a wide variety of written and multi-media materials;
Ability to make oral presentations;
Ability to work flexible hours;
Ability to work under pressure;
Tact, initiative, resourceful, courtesy, creativity, imagination and flexibility are required;
The employee's physical condition shall be commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- (a) Graduation from an accredited college or university with a Bachelors degree in communications, public relations, marketing, art, design or related field; **OR**
- (b) Graduation from an accredited college with an Associates degree in communications, public relations, marketing, art, design or a related field **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level clerical position which must have included a substantial amount of multi-media communication and public information work; **OR**
- (c) Any combination of training and experience equal to, or greater than, that specified in (a) and (b) above.

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