

Assistant Director- Communications (2207-12)

Deadline to Apply:

March 16, 2020

Work Location:

Hamilton County Job and Family Services
222 East Central Parkway
Cincinnati, OH 45202

Work Hours:

80 Hours Bi-Weekly

Starting Salary:

\$38.90 an hour

NOTE: Applicants for positions with Hamilton County Job and Family Services are subject to background screening in accordance with the document: [Inventory of Criminal Offenses Ruling Out Consideration for Hire](#). Convictions from this list may disqualify a candidate for employment with HCJFS.

Requirements (Education, Experience, Licensure, Certification):

- Bachelor degree in journalism, communications, marketing or English.
- Seven (7) years of progressively responsible media, journalism, marketing, communication, public relations or related experience, including experience in public speaking.

Job Duties (Summary):

- Under general guidance from agency director; performs communications/public relations/customer service function for large metropolitan county Job & Family Services Department, including directing and managing personnel and activities involved in foster care and adoption mass recruitment; assists BOCC Administration with Communication activities; disseminates information to community about Agency programs, projects, goals, etc.; in cooperation with agency director, serves as chief communications strategist and spokesperson for the Agency; assists Hamilton County Administration and Board of County Commissioners with communication activities; plans and directs the development of department communication and public affairs strategies; develops, prepares proofs and issues news releases to keep public informed of Agency operations; responds to requests from media; projects favorable public image; interacts with media; develops, maintains and furthers productive working relationships with media; manages and directs responses to consumer complaints and inquiries; serves as permanent crisis team member; stays abreast of public relations and journalism trends, as well as pertinent community issues.
- Serves on leadership team to plan and implement agency-wide leadership activities; provides highly responsible and complex administrative support to JFS Director; establishes and interprets agency-wide program policy, procedures and objectives; assists director in identifying, establishing and maintaining mutually beneficial relationships between HCJFS and its stakeholders and audiences; helps agency divisions plan and implement effective management of relationships with strategic audiences; disseminates information about agency mandates, services, initiatives, achievements and events to employees, elected officials, consumers, other service providers, the general public and other key audiences; oversees the development and implementation of recruitment efforts for Children Services.
- Manages, coordinates and decides issues relating to problems, personnel needs, evaluations, transfers, demotions, promotions and vacancies; requires independent judgment and responsibility for directing subordinates, assigning

duties to subordinates, disciplining subordinates when necessary and making recommendation on hiring, suspending, terminating and rewarding employees; approves/denies vacation, leave of absence and other special request of staff; responsible for the approval or denial of staff requests to attend conferences, workshops, etc.; establishes goals and objectives, implements measurement tools and provides technical assistance and training.

- Researches, conceptualizes and writes copy for media kits, press releases, newsletters, booklets, brochures, fact sheets and reports; writes strategic communication for director and other top managers; oversees publications of newsletters, brochures, reports and other informational materials; responds to community inquiries about agency, including requests for speeches and presentations; manages and coordinates use of printers, photographers, audio-visual production companies and other creative services; plans and manages communication aspects of events, such as town meetings, recognition banquets and community information sessions.
- Performs other related duties as assigned.
- Attends necessary training as required.