



103 ST. PHILIP STREET, CHAS SC 29403

JOB ANNOUNCEMENT NO: **18-062**

DATE: July 3, 2018

Position Title: Communications Coordinator		Location: St. Philip Street	Status: Established Position, Full-time
Salary Range: \$39,769.60 (\$19.12/hr) – \$59,696.00 (\$28.70/hr)	Grade: 107	Department: Executive Office	Hours: 7:00 am – 5:00 pm (Flexible)

**APPLICATIONS ACCEPTED THROUGH FRIDAY, JULY 20, 2018.
WE ARE AN EQUAL OPPORTUNITY EMPLOYER.**

Position Summary:

Under the direction of the Communications Manager, this position is responsible for developing and executing internal and external communication initiatives.

Essential Functions:

- Support internal and external communication initiatives by composing and/or editing content and developing print and electronic items such as newsletters, posters, brochures, website content, and other materials as assigned.
- Create a weekly employee newsletter, quarterly customer newsletter, annual water and wastewater quality reports, and other publications, and coordinate production with a graphic designer and printer.
- Updating website, as well as department-specific portions of the Intranet.
- Implement social media strategies, lead and serve on Social Media Team, create and post content across Twitter, Facebook, and YouTube.
- Serves as a resource to staff by assisting with the development of presentations, graphics, posters, manuals, and other communication materials, then coordinate production via a graphic designer and printer.
- Assist with media outreach, media relations, press releases, and community outreach.
- Serves as primary back-up for Communications Manager in media interviews and community outreach/education.
- Represents employer at community events, speaking engagements for schools/community groups, community projects, and at public, social, and business gatherings.
- Listen to staff needs and develop suitable communication materials that are acceptable to the staff.
- Adhere to established electronic filing protocol for archival of all projects.
- Take initiative and coordinate projects from start to finish.
- Work on multiple projects at the same time, with competing deadlines.
- Job performance must conform to all CWS policies and procedures.
- Knowledge of applicable CWS Environmental Management System Policy and Procedures.
- Required to work during emergency situations such as severe weather or other crises.

Additional Duties

- Photography/coordinating photo shoots.
- Performs other related duties as assigned.

Physical Requirements, Activities, and Working Conditions

- Sedentary work exerting up to 20 pounds of force occasionally, and/or negligible amount of force frequently or constantly maneuver and transport objects.
- Ability to use a personal computer, desk and cellular telephone, radio, fax, copy machines, and calculator.
- Ability to visually observe computer screens, printer and keyboard to receive and send information.

- Ability to receive and give complex written and oral instructions.
- Ability to bend, reach, and handle documents to maintain filing system and access bulletin boards.
- General office environment, but must be able to wear Personnel Protective Equipment (PPE) as defined in the Job Safety Analysis (JSA) to perform required essential functions.

Education and/or Experience

- Bachelor's degree, preferably in communications, public relations, marketing, journalism, or a related field of study preferred plus a minimum of one (1) year professional experience in communications/public relations or a related field or a combination of education and experience to equal seven (7) years.
- Must have proficiency within Microsoft Word, PowerPoint, and Excel, and some experience with Adobe Photoshop or Lightroom, InDesign, and knowledge of professional printing standards or similar software.
- Must have well-developed writing, editing, and grammatical skills.
- Ability to communicate effectively, both orally and in writing.
- Ability to write in Associated Press (AP) style strongly preferred.
- Proficiency with Twitter, Facebook required, and YouTube/video projects preferred.
- Must have experience and comfort with media relations and crisis communication.
- Experience managing video production preferred, not required.
- Must possess creativity, resourcefulness, attention to detail, and ability to work well in a team environment.
- Ability to organize and prioritize tasks.
- Ability to use DSLR camera and related resources.
- Prior work record indicating dependability and conscientiousness.

Licenses, Certifications, Registrations

- Valid South Carolina Driver's License required.

Training Needs:

- OSHA and departmental safety training as required.
- Skills based training.
- Standard Operating Instruction (SOI) per department requirements.
- ISO 14001:2015 standards for department and company.
- See Department Competency and Training Matrix for this position.

Potential Career Path:

ELIGIBILITY FOR PROMOTION TO VARIOUS POSITIONS THROUGHOUT CHARLESTON WATER SYSTEM DEPENDS UPON INDIVIDUAL QUALIFICATIONS, AND NOTED JOB PROGRESSIONS ARE NO GUARANTEE OF CAREER PATH TO THESE OR ANY OTHER JOB(S) AT THE COMMISSION.

- Communications Manager
-

103 ST. PHILIP STREET, CHAS SC 29403

JOB ANNOUNCEMENT NO: **18-062**

DATE: July 3, 2018

Computer Skills: Advanced

To perform this job successfully, an individual should have a **thorough knowledge** of Microsoft Windows, Outlook, Excel and Word or similar software.

Mathematical Skills: Intermediate

Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations. Ability to calculate figures such as discounts, interest, area, circumference and percentages with or without a calculator.

Supervisory Responsibilities: None

This job has no supervisory responsibilities.

Safety Sensitive Position: No

Decision-making Authority: Routine (Non-Exempt)

Follows routine procedures and makes minor decisions within prescribed guidelines. Refers non-routine issues to management.

Reasoning Ability: Advanced

Ability to define problems, collect data, establish facts, draw valid conclusions and make recommendations. Ability to interpret an extensive variety of technical instructions furnished in a variety of forms. Ability to deal with a variety of abstract concepts and variables.

Language Skills: Advanced

Ability to read, analyze and interpret scientific, technical and professional journals, financial reports and legal documents. Ability to write complex reports, correspondence, procedure manuals, speeches and articles for publication. Ability to effectively present information to top management, The Commissioners, and the general public. Ability to respond to sensitive inquiries or complaints from the management, The Commissioners and the general public.

Environmental Sensitive Position: No

NOTE: THE COMMISSION RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE CWS DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT WILL." THE AFOREMENTIONED JOB REQUIREMENTS MAY BE CHANGED BY THE COMMISSION TO COMPLY WITH APPLICABLE FEDERAL OR STATE LAW.