**Communication Director**

Job Description

**Gallatin - TITLE:** Director for Administration & Communications

**PG:** GV

**DEPARTMENT:** Mayor’s Office

**REPORTS TO:** Mayor

**REVISION DATE:** JUNE 2015

**PURPOSE OF POSITION:**

Captivating and engaging current and new audiences with the City of Gallatin. The role drives innovative communication strategies that propel recognition and engage stake holders and potential investors. This position will oversee all administrative aspects of the Mayor’s office as well as the development of business and operational plans tied to annual budgets and strategic plans. The Director will report to the Mayor and work closely with all department heads to implement strategic plans as well as operational and administrative policies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

1. Cultivates & maintains relationships with key partners (both print and online), and their teams.
2. Executes events on a regular basis, both short lead, long lead.
3. Executes the writing of collateral materials, working with the Mayor to ensure consistent messaging.
4. Develops and maintains an events calendar and outreach strategy.
5. Ensures extraordinary media coverage that grows branding and awareness for the City of Gallatin.
6. Works with the Mayor and the City Council to develop strategic partnerships with businesses, citizens, and influencers to extend our reach and expand the value of our investments for the City.
7. Works with the Mayor to develop systems to track and measure effectiveness of partnerships and public relations outreach.
8. Directs complex and highly sensitive administration including strategic development, relevant tracking and maintenance of all internal and external projects as well as follow-up to citizens on matters related to City administrative policies.
9. Advises senior leadership on matters of importance and impact to operations.
10. Supervises support staff in the Mayor’s office including hiring, training, development, and performance evaluations.
11. Works with the Mayor to continually evaluate and assess the content on our social media channels.
12. Creates photos and posts for social media channels.
13. Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

Bachelor’s degree required. 8-10 years of experience in administration, operations and public relations/communications or a related field. Experience designing, deploying, and managing administrative and operational procedures. Past experience in the development of communication strategies using various media: experience with community projects and outreach. Prior supervisory experience required.

Must have valid driver’s license.

**KNOWLEDGE, SKILLS AND ABILITIES:**

* Must understand workflow of direct reports.
* Ability to provide guidance and prioritization in response to fluctuating levels of work.
* Ability to represent the City to other partners and colleagues throughout the City.
* Ability to effectively drive engagement on social media.
* Ability to coordinate the social media calendar to reflect strategies so there is consistency in City of Gallatin messaging and voice.
* Proven ability to plan, organize, direct and allocate resources.
* Thorough understanding of budget management, project planning, and administrative information systems.
* Strong interpersonal skills with the ability to communicate effectively orally and in writing.
* Strong organizational skills with the ability to manage competing priorities and deadlines.
* Must be able to handle highly sensitive data with discretion and exercise high degree of judgment.
* Ability to lead, work independently, and be effective under pressure.
* Flexibility and adaptability are key to success in this role including supporting transactional processing as needs arise.

**PHYSICAL REQUIREMENTS**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

**WORK ENVIRONMENT**

Work is in an office setting, in generally comfortable conditions.

*In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*