



OFFICE OF WILL COUNTY BOARD

Will County Office Building • 302 N. Chicago Street • Joliet, Illinois 60432

Mimi Cowan

Will County Board Speaker

(815) 740-4602

JOB VACANCY NOTICE

DATE: January 7, 2022

JOB TITLE: Communications Specialist

DUTIES &

REQUIREMENTS: Primarily responsible for developing and editing communication materials that promote a positive image of the Will County Board's work for diverse audiences. This position works with Board leadership and Board members to promote outreach efforts and general dissemination of information to residents of the County. Additionally, this position supports the overall Board's mission by researching various issues, assisting with the operations of Board meetings, and other duties as assigned.

Bachelor's degree from a four (4) year college or university in Journalism, Communication, Marketing, Business Administration, or a related field;

Two (2) or more years of progressively responsible experience in marketing and communications, public information, graphic design, or related field. Experience must include one (1) year of professional experience in social media, digital engagement, or web content management.

Equivalent combination of education, training, and experience, which provide the required knowledge, skills and abilities to perform the essential functions of the job.

OFFICE: Will County Board

SALARY

RANGE: 45,000 to 60,000 D.O.Q.

APPLY TO: Will County Human Resources Department
302 N. Chicago Street
Joliet, IL 60432
Fax (815) 774-6355
Emails: Jobs@willcountyillinois.com

APPLY BY: February 4, 2022 – by 4:30pm. Will County Employment Application or Resume may be submitted by mail, fax or hand delivered. Only interviewed applicants will be notified of the selection process.

Equal Opportunity Employer

www.willcountyillinois.com



COUNTY OF WILL WILL COUNTY BOARD JOB DESCRIPTION

TITLE: Communications Specialist
LEVEL: Non-Union/ FLSA Exempt
OFFICE: Will County Board Administration
REPORTS TO: Speaker of the Will County Board

JOB SUMMARY:

Under general supervision of the Speaker of the Board and the Chief of Staff, the Communications Specialist develops and edits communication materials that promote a positive image of the Board's work to diverse audiences. This position works with board members to promote outreach efforts and general dissemination of information to residents of the County. Additionally, this position supports the overall Board's mission by researching various issues and assisting with the operations of Board meetings.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The list of duties and responsibilities is illustrative only and is not a comprehensive listing of all the duties and responsibilities performed by positions in this class.

Works at the direction of the Speaker and Board leadership to design and implement annual communication that promote the vision, goals, objectives, strategies, and activities.

Designs and implements the communications program and plan that promotes the vision, goals, activities and positive image of the County Board and its work.

Writes and edits key external communication materials, using engaging, concise and appropriate tone for the organization/audience; ensures accuracy of information and quality control over outgoing products; develops message appropriate for a wide variety of subjects and diverse audiences.

Coordinates and maintains social media interaction on platforms such as Facebook, Twitter, external website, and other media platform to enhance communication with the public while ensuring compliance with social media standards.

Establishes related key initiatives and supports outreach to the diverse County population.

Develop and maintains various production and distribution options such as videos, internal and external newsletters, communications to residents.

Manages the publishing of Board meeting videos, related products, and the County Board's photo and design archives.

Maintains regular contact with the news media to ensure accuracy of disseminated information.

Work involves frequent direct contact with Board members, County staff and the public.

Provides significant communication support to the Speaker, Board leadership, Chief of Staff and Board Members who influence decision-making processes to promote a positive image of the County Board and its work.

Assist Board Members to develop outreach and communication materials, coordinates with other County agencies on joint communication efforts.

Research topics related to County Board activities then prepare reports with the Chief of Staff to support issues discussed.

Prepares a variety of written correspondence, reports, procedures, and other materials.

Continues to seek professional development in multimedia production techniques to support the work of the Board.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Maintains regular, predictable, and on-time attendance.

Performs other related duties as assigned.

MATERIALS AND EQUIPMENT USED:

Proficient in Microsoft Office Suite; and related software; and
General Office Equipment (e.g., computer, printer, fax, copier, etc.)

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from a four (4) year college or university in Journalism, Communication, Marketing, Business Administration, or a related field;

Two (2) or more years of progressively responsible experience in marketing and communications, public information, graphic design or related field. Experience must include one (1) year of professional experience in social media, digital engagement or web content management; or

Equivalent combination of education, training, and experience, which provide the required knowledge, skills and abilities to perform the essential functions of the job will also be considered.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

Communication and media – media production, communication, and dissemination techniques and methods.

Proper use of English language – structure and content, word usage, grammar, spelling, vocabulary and punctuation.

Skill in:

Communication skills – excellent verbal, written, graphic design and interpersonal communication skills, including an ability to effectively present information and engage diverse audiences.

Organizational, planning, and project management skills

Communication and customer service skills sufficient to deal effectively with the public, vendors, elected officials and staff

Time management and problem-solving skills

Mental and Physical Abilities:

Ability to concentrate and pay close attention to detail in reviewing and preparing communication materials.

Ability to lift and/or move up to 10 pounds.

Prolonged periods of sitting at a desk and working on a computer

Working Conditions:

The working conditions of the job are mainly sedentary in a climate controlled professional office. Infrequent occasional exposure to outdoor elements may be required. Occasional overtime may be required to meet important deadlines. While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is required to frequently stand, talk and hear. Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.

Americans with Disabilities Act (ADA)

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Duties, responsibilities, and activities may change at any time with or without notice. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the functions or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended. Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Equal Opportunity Employer

The County of Will provides equal employment opportunities (EEO) to all employees and applicants for employment. In addition to all Federal law requirements, County of Will also complies with all other applicable state and local laws governing nondiscrimination in employment in every agency, department, and location in which the County has employees. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, wages, benefits, training, transfers, promotion, leaves of absence, layoff, recall, and termination. This policy is applied without regard to race, creed, color, national origin/ancestry, religion, sex, gender-related identity, sexual orientation, age, disability (mental or physical), pregnancy, genetics, marital status, parental status, citizenship status, order of protection status, arrest record, and military status. The County of Will expressly prohibits any form of workplace harassment, intimidation and/or bullying based on these protected classes and to all employees at large. Improper interference with the ability of County of Will's employees to perform their job duties may result in discipline up to and including discharge from employment.