

Communications Manager

\$73,294 / year or higher DOQ + [Full-Time County Benefits](#)

James City County is seeking a Communications Manager to perform high level work managing and directing James City County's comprehensive public affairs strategies, policies, and initiatives in support of the County's mission, vision, and values.

Responsibilities:

- Responsible for the effective supervision of assigned staff including selection, performance management, employee relations, training, prioritizing and assigning work and related activities.
- Oversee and coordinate the direction and development of all public information, communication and marketing efforts.
- Recommend, develop and implement County-wide public communications and marketing strategic initiatives, goals, measures and work plans.
- Responsible for the development and implementation of proactive public information initiatives.
- Oversee delivery of public information via diverse communication channels and ensure accuracy of disseminated information; represent the County in community meetings, briefings and efforts as necessary.
- Collaborate with and advise leaders of the Executive Leadership Team and County Administration in functional and strategic areas of public information.

Requirements:

- Any combination of education and experience equivalent to a Bachelor's Degree in journalism, communications, public relations or related field; and, extensive experience in areas of planning, organizational development, communications, training, or related field.
- Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of effective public relations practice, methods, and techniques; knowledge of effective training practices, methods, and techniques; knowledge of Internet site management and programming html preferred.
- Skill in meeting and group facilitation.
- Skill in the use of computer software, especially Microsoft Office Suite.
- Ability to coordinate and develop publications and presentations; use independent judgment to accomplish the assigned duties within established guidelines; listen and communicate effectively both orally and in writing; be creative and flexible in approaches to accomplishing work; make effective presentations; maintain effective working relationships and mediate conflicts; plan, supervise, and evaluate the work of others.

Accepting applications until 11:59pm EST on 07/19/2019 or when filled, whichever comes first. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>