

IN-HOUSE/OUTSIDE JOB ANNOUNCEMENT

RECREATION SPECIALIST - PUBLIC RELATIONS

Parks and Recreation – City of Rolla, Missouri

GRADE CLASSIFICATION: G7 (Salary Range: \$10.802-14.306/hr)

SHIFT AVAILABLE: Days, evenings and some weekends /approx. 20-28 hours/week

FLSA: Part-Time, Non-Exempt

DESCRIPTION OF DUTIES:

Develop a consistent message with timely information that will keep the public informed of events and initiatives that occur in the department. Must be accurate and meet all deadlines. Prepare advance publicity for all department programs, classes, events and offerings, as well as people profiles and features and submit to all media contacts. Cover events during the week and during the weekend, producing copy and photos for wide dissemination across all information mediums.

EDUCATION:

Bachelor's degree in related field or equivalent work experience required.

SPECIAL QUALIFICATIONS:

Specialized course work and experience in reporting, public relations and photographic design software including Adobe Photoshop.

PHYSICAL DEMANDS:

Employee is frequently required to sit, talk, and hear. Occasionally required to walk; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. Must occasionally lift and/or move up to 20 pounds. Specific vision abilities include close vision and the ability to adjust focus.

APPLICATION DEADLINE:

Applications accepted until position is filled. Send resume to: Floyd Jernigan, Parks and Recreation Director, City of Rolla, P. O. Box 979, Rolla, MO 65402. Resumes may also be e-mailed to fjernigan@rollacity.org. Application forms and full position descriptions are available at the Front Desk at The CENTRE.

AN EQUAL OPPORTUNITY EMPLOYER
EMPLOYER COMPLIES WITH ALL A.D.A. REQUIREMENTS