



**JOB OPENING**

<b>JOB TITLE:</b>	<b>Communications Manager</b>
<b>OPENING DATE:</b>	March 25, 2026
<b>CLOSING DATE:</b>	<b>Open until filled.</b>
<b>DEPARTMENT/DIVISION:</b>	Communication & Community Engagement Department
<b>EMPLOYEE GROUP:</b>	General
<b>WORK SCHEDULE:</b>	Monday – Friday, 8:30 AM – 4:30 PM, requires occasional evenings and weekends.
<b>PAY RATE:</b>	\$86,116 - \$111,951 depending on qualifications.
<b>PREVIOUS WORK EXPERIENCE:</b>	Minimum seven years of demonstrated experience in external and internal communications, including public relations, media relations, agency, digital content development for social media and websites, and speechwriting.
<b>EDUCATION:</b>	Bachelor’s degree in marketing, communications, or journalism; and five years’ experience in marketing, communications, media, or PR agency.
<b>SPECIAL SKILLS &amp; TRAINING:</b>	Solid writing skills, knowledge of AP-style writing, MS Office (Word, PowerPoint, Excel), media monitoring/reporting, Public Information Officer (PIO), Emergency Management communication experience
<b>BASIC RESPONSIBILITIES:</b>	<p>This position works under the strategic direction of the Director of Communications and Community Engagement to support all City communication internal and external strategies.</p> <ul style="list-style-type: none"> <li>• Write, edit, and disseminate media and community information across multiple platforms.</li> <li>• Assist in planning, developing, and implementing a wide range of public relations and marketing communications initiatives, including City newsletters, listserv messages, e-newsletters, speeches, proclamations, presentations, advertising, and electronic signage.</li> <li>• Manage media relations, including drafting press releases and media alerts, pitching stories, supporting press conferences, and assisting with crisis and issues communication.</li> <li>• Serve as primary liaison to City’s PR agency, ensuring alignment messaging and media strategies.</li> <li>• Oversee news and content updates for the City website, social media channels, and the employee intranet.</li> <li>• Supervise and direct one part-time internal communications staff member.</li> <li>• Provide communication support to City departments, including assistance with special events, speechwriting, and run-of-show development.</li> <li>• Attend Council Meetings as needed for high-profile matters to coordinate and manage interview requests from members of the press.</li> <li>• Other duties as assigned.</li> </ul>

<b>HOW TO APPLY</b>	All candidates must complete an <a href="#">online application</a> . Please create an account and apply online for consideration.
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***EQUAL OPPORTUNITY EMPLOYER***

***We work hard to enable all employees to succeed, and, to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We are committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day.***