BOULDER COUNTY COLORADO invites applications for the position of:

Departmental Communications Specialist

Boulder County is a forward-thinking community with just under 2,000 employees serving the needs of nearly 300,000 residents. From the peaks of the Rocky Mountains to the thriving agricultural lands and urban centers on the plains, Boulder County's 740 square miles include some of the most diverse, natural landscapes and smart-growth development along the Front Range. Our county's leaders and employees have long held a commitment to being stewards of our land, environment and community. From visionary open space, land use and sustainability policies to award-winning wellness and public service programs, our county government helps foster a vibrant, healthy and active community. As individuals and an organization, we value and respect diversity, striving for a high quality of life for all employees and residents. Our policies and practices reflect our dedication to providing the very best in public service.

**SALARY**

<table>
<thead>
<tr>
<th>Monthly</th>
<th>Annually</th>
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<td>$4,950.00 - $5,200.00</td>
<td>$59,400.00 - $62,400.00</td>
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**OPENING DATE:** 11/01/13  
**CLOSING DATE:** 11/12/13 11:59 PM

**DESCRIPTION:** The Boulder County Clerk & Recorder's Office has an opening for a Communications Specialist to support the Elections Division and occasionally provide outreach assistance for the Motor Vehicle and Recording divisions. The ideal candidate is excited about public service.

**EXAMPLES OF DUTIES**

Duties will include but are not limited to:
* Providing media relations/public information support for all divisions of the clerk's office.
* Initiating and producing specific internal and external communications for the clerk's office including news releases, web content, public
notices, brochures, official statements and public service
announcements.
*Updating Clerk & Recorder brochures and developing other public
information pieces.
*Updating and managing 30+ web pages; writing, designing and
coordinating large mailings.
*Producing, writing and designing a monthly staff newsletter; providing
outreach to voters, voting groups and other organizations; serving as a
representative of the clerk's office at a variety of special events.
*Performing related duties as required.

**REQUIRED QUALIFICATIONS**

Education: Bachelor's Degree in Communications, Journalism, Marketing
or a related field.

Experience: Two (2) years of professional experience in media,
communications, politics, journalism or public relations. (Four years of
experience is preferred.)

Additional related education may count towards required experience.

Some evening and weekend work is required.

An excellent candidate for the position should have superb writing and
communications skills, current experience in Web content management,
and a working knowledge of the following software programs:
Sharepoint, InDesign, PhotoShop, and Office 2010 (Word, PowerPoint,
Excel).

Must have a valid driver's license and good driving record.

**SUPPLEMENTAL INFORMATION**

Physical Requirements

Primarily sedentary physical work requiring ability to lift a maximum of
40 pounds; occasional lifting, carrying, walking and standing; frequent
hand/eye coordination to operate computer keyboard and office
equipment; vision for reading, recording and interpreting information;
speech communication and hearing to maintain communication with
employees and members of the public.

From "Dictionary of Occupational Titles", U.S. Dept of Labor:
Occasionally: activity or condition exists up to 1/3 of the time.
Frequently: activity or condition exists from 1/3 to 2/3 of the time.
Constantly: activity or condition exists 2/3 or more of the time.