Communications Specialist III

DEPARTMENT: KCE - King County Elections
DIVISION: Administration
SALARY: $78,992.16 - $100,127.46 Annually
LOCATION: King County Elections - 919 SW Grady Way, Renton, WA 98057-2906
JOB TYPE: Special Duty Assignment or Term Limited Temp (TLT)
CLOSING DATE: 05/02/22 11:59 PM

SUMMARY:

This is an amazing opportunity to be engaged in the election process!

This benefits-eligible Term-Limited Temporary (TLT) position is anticipated to last through December 2022. A Special Duty Assignment may be considered for King County Career Service employees who have passed their initial probationary period.

The Department of Elections is searching for an energetic and resourceful professional who likes to “get stuff done”. The Communications Specialist III position in the Elections Department combines an exciting environment with the opportunity to cultivate talents and apply a variety of skills on the growing Elections Communications team. The ideal candidate will thrive in an innovative, fast-paced environment and will not hesitate to roll up their sleeves, work hard, have fun, and get the job done.

This position reports to the Communications Lead for the Department of Elections. The person who fills this role will play an integral role in providing accurate and reliable information to King County voters through a variety of mediums. As misinformation surrounding elections has grown, it has become more important than ever for Elections to communicate proactively, regularly, and reliably with our voters.

This position will work with a team of highly qualified election professionals and will often be tasked with translating complex technical processes into information that can be delivered on a variety of platforms and easily understood by a variety of audiences. This position will work closely with the Language Services and Community Engagement team to ensure all information is delivered in Chinese, Korean, Spanish, and Vietnamese in a culturally appropriate way.

Who We Are: King County Elections (KCE) manages voter registrations and elections for more than 1.4 million voters in King County, the largest vote-by-mail county in the United States. KCE's mission is to conduct accessible, secure, and accurate elections. As a leader in providing inclusive elections, KCE is focused on three key priorities – (1) actively identifying and working to remove
barriers to voting at both the individual and community level, (2) strengthening relationships with community and governmental partners, and (3) creating a culture of professional growth and development, openness and inclusion. Learn more at www.kingcounty.gov/elections.aspx.

Who May Apply: This position is open to the general public and all King County employees.

Materials Required to Apply: Applicants must submit a (1) King County Application, (2) resume, (3) letter of interest, and (4) a recent, relevant writing sample (excerpts from longer documents are acceptable), up to 6 pages total. The letter of interest should describe how your education and experience meet the qualifications and have prepared you to perform the essential functions of the job. Applications without the required materials may not be considered for this position.

Work Schedule: The standard workweek for this position is Monday through Friday, 40 hours per week. We require the flexibility to work additional hours during peak periods of the Election cycle. This position is exempt from the provisions of the Fair Labor Standards Act and is therefore not eligible for overtime.

JOB DUTIES:
In this role you will have the opportunity to:

- **Curate the department’s various social media feeds** including Facebook, Twitter, and Instagram and interact with voters to build trust and provide information on voting.
- **Produce a variety of written materials** such as press releases, media advisories, and informational handouts or brochures.
- **Update and manage KCE’s website**, blog, and SharePoint sites.
- **Perform basic layout and production design** of KCE's advertisements, communications, brochures and/or reports.
- **Support the elected Director of Elections by drafting internal communications**, preparing presentations for a variety of external audiences, providing media support and developing talking points.
- **Work regularly with the media** to respond to inquiries and serve as a spokesperson for the department as needed.
- **Engage with employees** across the department to identify communication needs and issues.
- **Support on-site activities such as tours, media visits**, and other communication-related events as needed.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:
- Exceptional **written and verbal communication skills**, with a high attention to detail when proofreading.
- Ability to **work in a fast-paced environment** with little supervision.
- Ability to be a **team-player** who is **creative, organized**, and can work across functional teams.
- Professional **experience curating a variety of social media platforms**, including Facebook, Twitter, and Instagram.
- Demonstrated ability to **identify the communication needs of diverse audiences** and determine the best communications methods, messages, and tools to reach them.
• Ability to create and use graphics, photography, and videography to effectively engage audiences.
• Experience working in and with diverse communities and delivering messages in a culturally appropriate way.
• Skilled in managing projects, as well incorporating and balancing feedback from a variety of stakeholders.

Desired qualifications:

• Experience with design and video platforms such as Adobe In-Design, Illustrator, and Premiere Rush.
• Experience working with GovDelivery digital messaging system.
• Professional experience working with media.
• Recent professional experience developing communications materials in a government environment.

SUPPLEMENTAL INFORMATION:

Travel to work locations throughout King County with limited or no public transportation services is required. A valid Washington State Driver's License is required to operate King County vehicles.

Union Membership: This position is represented by Teamsters, Local 117 Professional and Technical.

Temporary Telecommuting Requirement

The work associated with this position will be performed through a combination of teleworking complemented with onsite work and meetings as needed. Employees must reside in Washington state and within a reasonable distance to their King County worksite to respond to workplace reporting requirements.

Employees will be provided with a County issued laptop and must maintain a workspace with an internet connection (access may be supplemented in some situations) where they can reliably perform work and remain available and responsive during scheduled work hours. Please note that when an employee conducts work that is likely to bring them in contact with another individual, safety precautions are required, including the wearing of masks in some situations. King County is doing its part to reduce the spread of COVID-19 and remains committed to reducing our carbon footprint.

King County has a robust collection of tools and resources to support working remotely. The individual selected for this opportunity will be joining an innovative and progressive team that is redefining how we work as we transition to the department's hybrid environment.

Forbes recently named King County as one of Washington State's best employers.

Together, with leadership and our employees, we're changing the way government delivers service and winning national recognition as a model of excellence. Are you ready to make a difference? Come join the team dedicated to serving one of the nation's best places to live, work and play.

Guided by our "True North", we are making King County a welcoming community where every
person can thrive. We value diversity, inclusion and belonging in our workplace and workforce. To reach this goal we are committed to workforce equity. Equitable recruiting, support, and retention is how we will obtain the highest quality workforce in our region; a workforce that shares and will help advance our guiding principles--we are one team; we solve problems; we focus on the customer; we drive for results; we are racially just; we respect all people; we lead the way; and we are responsible stewards. We encourage people of all backgrounds and identities to apply, including Native American and people of color, immigrants, refugees, women, LGBTQ+, people living with disabilities, and veterans.

Covid-19 Vaccination Requirement

King County Executive Branch employees are required to be fully vaccinated against COVID-19. If you are the successful candidate for the position you applied for, the County will send you a conditional offer letter.

As a condition of employment, prior to a final offer of employment, you will be required to

- submit proof of vaccination or
- have an approved request for medical or religious exemption and an approved accommodation. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

People are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of a vaccination approved by the Center for Disease Control and Prevention (CDC).

The Executive Branch includes employees in the Executive branch, the Assessor’s Office, Elections, the King County Sheriff’s Office, and the Executive Office.

King County is an Equal Employment Opportunity (EEO) Employer

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

To Apply

If you are interested in pursuing this position, please follow the application instructions carefully. If you need this announcement in an alternate language or format, would like to request accommodation or assistance in the application or assessment process or if you have questions please contact your recruiter listed on this job announcement.

For more information regarding this recruitment, please contact:
Reeshema Lewis
Sr. HR Business Partner
Email: Reeshema.Lewis@kingcounty.gov
Phone: 206-263-8413
Communications Specialist III Supplemental Questionnaire

* 1. Do you have technical experience curating a variety of social media platforms?
   - Yes
   - No
* 2. If you answered yes to the question above, please provide a list of platforms and the years of professional experience in each. If you do not have this experience then type N/A.
* 3. Please select the areas in which you have experience (check all that apply)
   - Experience with design and video platforms such as Adobe In-Design, Illustrator, and Premiere Rush
   - Working with GovDelivery digital messaging system
   - Working with the media
   - Creating and using graphics, photography, and videography
   - Working in and with diverse communities and delivering messages in a culturally appropriate way
   - Managing projects
   - None of the above
* 4. Which of the following best describes your response to the following question: Are you applying to this position as a Priority Placement Program Participant and is this position the same or lower percentage of full-time and do you possess the skills and abilities to qualify for this position?
   - Yes, I was given a layoff notice from my role at King County AND I am within two years of the effective date of my layoff AND the position I was laid off from was the same or a higher percentage of full-time status when compared to this one.
   - No
5. If you answered yes to the question above and you are applying for this position as a Priority Placement Program participant, to be considered you must provide the following three pieces of information in the space provided: 1. The title you held when you received your layoff notice 2. The department you worked in 3. The effective date of your layoff
* 6. This position requires attachments of a (1) King County Application, (2) resume, (3) letter of interest, and a recent, relevant writing sample (excerpts from longer documents are acceptable), up to 6 pages total. Have you attached or pasted the documents in your application? (If you have not, you may still go back and do so now before final submission of your application.)
☐ Yes
☐ No
* Required Question