



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: 07/31/20 11:59 PM

SUMMARY:

This benefits-eligible Term-Limited Temporary (TLT) position is anticipated to last for 6 months. 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. The ideal candidate will thrive in an **innovative, fast-paced** environment and will not hesitate to roll up both sleeves, **work hard**, have **fun**, and get the job done.

This position reports to the Chief of Staff for the Department of Elections and will be responsible for writing communications to inform voters, stakeholders and others about elections in King County, including press releases, talking points and other materials. A large part of this role will be serving as the lead and providing technical expertise for King County Election's active social media presence, designing advertising strategy and content, as well as responding to media and other inquiries. This position will support on-site tours, media visits, and other communication-related events.

King County Elections (KCE) manages voter registrations and elections for more than 1.3 million voters in King County, the largest vote-by-mail county in the United States. KCE's mission is to conduct fair, open 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

This position will work with a team of highly qualified election professionals, so while some election experience would be helpful, it will be more important for this individual to be able to learn quickly and translate the information they get onto a variety of platforms and for a variety of audiences.

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) at least 2 recent, relevant Writing Samples** (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.
- **Produce written materials** such as press releases and media advisories.
- **Develop and manage KCE's websites**, SharePoint sites and digital messaging system.
- **Perform basic layout and/or production design** of KCE's advertisements, communications, brochures and/or reports.
- **Partner with various jurisdictions** around the County/State to establish and maintain effective working relationships.
- **Support the independently 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 proactively pitch stories, respond to inquiries and serve as a spokesperson for the department as needed.
- **Actively engage with employees** across the department to identify communication needs and issues.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

- Superior **written and verbal communication skills**, including the ability to write on a short deadline.
- Ability to **work in a fast-paced environment** with little supervision.
- Ability to be a **team-player** who is **creative, organized** and has the ability to work across functional teams.
- Available to work nights and weekends when required.
- Knowledge of **government and community processes** and structures.
- Strong current or recent experience **curating a variety of social media platforms**.
- Demonstrated **commitment to continuous improvement** of work processes.

Most competitive candidates will have demonstrated the following experiences:

- Experience using emerging tools, devices and platforms.
- Experience working with GovDelivery digital messaging system.
- Basic understanding of desktop publishing programs such as Adobe In-Design or Photoshop.
- Current or recent experience working with media.
- Professional communications experience writing in the voice of a leader or organization.

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.


For more information regarding this recruitment, please contact:

Reeshema Lewis
Sr. HR Business Partner
Email: Reeshema.Lewis@kingcounty.gov
Phone: 206-263-8413

King County is proud to be an Equal Employment Opportunity /Affirmative Action employer and we encourage people of color, women, veterans and people with disabilities to apply.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kingcounty.gov/>

Job #2020RL11886
COMMUNICATIONS SPECIALIST III
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King County Administration Bldg.
500 4th Ave. Rm. 553
Seattle, WA 98104
206-477-3404 

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An Equal Opportunity Employer

Communications Specialist III Supplemental Questionnaire

- * 1. Do you have recent experience as a communications professional with experience writing on short deadlines?
 - Yes
 - No
 - * 2. Do you have technical experience using a variety of social media platforms?
 - Yes
 - No
 - * 3. 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.
 - * 4. Please select the areas in which you have experience (check all that apply)
 - Experience using emerging tools, devices and platforms
 - Experience working with GovDelivery digital messaging system
 - Basic understanding of desktop publishing programs such as Adobe In-Design or Photoshop
 - Current or recent experience working with media
 - Professional communications experience writing in the voice of a leader or organization
 - * 5. As stated in the job announcement, this position requires attachments of a (1) King County Application, (2) resume, (3) letter of interest, and (4) at least 2 recent, relevant writing samples (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