



DIGITAL MEDIA SPECIALIST

City of Diamond Bar, CA

\$5,130.74 - \$6,875.68 monthly

As a member of the City's Community Relations Division, the Media Specialist reports to the Community Relations Manager and is responsive to the Senior Community Relations Coordinator. They are responsible for managing and producing a variety of media-related content such as video, photography and graphics for the City's website, social media platforms, and other City communication channels.

A strong candidate for this position will be skilled in developing engaging visual content for information sharing, storytelling, and marketing that keep with the City's brand style and content guidelines. They will have a strong attention to detail, interpersonal skills, and be comfortable communicating and collaborating with other City staff and community partners to shoot, edit and produce content that effectively supports the City's initiatives and priorities. Additionally, they will be comfortable with being outdoors and working in all weather conditions and various environments including roads, trails, shopping centers and construction sites.

Equivalent to the completion of a two-year degree in communications, public relations, marketing, video and film productions, or closely related field. Minimum of two years experience in a multimedia communication position with responsibility for video production and storytelling through digital media. At least one year of experience managing social media brand messaging for organization or company (not personal accounts). Driver's license and an acceptable driving record throughout employment. A combination of education and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job may substitute for the degree requirement on a year-for-year basis. Prior government experience and bilingual language skills in Chinese and/or Korean is desirable.

To apply online and view a detailed job announcement, please visit our website at: www.diamondbarca.gov by October 8, 2023.