



COMMUNICATIONS MANAGER

City of Agoura Hills

Agoura Hills, California

Salary: \$9,018 - \$10,988 monthly

Benefits for employees and eligible dependents include paid PERS, vision, medical & dental

When you become part of the City of Agoura Hills family, you will work alongside a team of dedicated, skilled and highly motivated professionals, who contribute their talents and commitment in providing excellent services to our community. Here is an outstanding opportunity to join the City Manager's department in a dynamic organization dedicated to serving the Agoura Hills community.

What You'll Do

- Develops and manages communication and outreach efforts and materials to enhance the visibility of the City's programs, projects, initiatives, and services.
- Manages the activities of the City's Public Information Team, schedules meetings and provides regular guidance and assistance to support team members.
- Oversees and ensures the consistency of the City's brand across all City publications, outreach materials, multimedia, website, and social media sites. Work with staff in all departments to ensure consistency in messaging and branding.
- Performs public and media relations duties; responds to inquiries and requests for information from the media, governmental agencies, and members of the public; establishes a positive working relationship with representatives of community organizations, local media, state/local agencies, and the public.
- Coordinates outreach, communication, and media coverage for special events.
- Develops content for news releases, social media, publications, website, scripts, presentations, and related public outreach.
- Develops content for and oversees the design of communication tools, channels and materials which includes the City podcast, newsletter, social media platforms, website, etc.
- Serves as the City's Public Information Officer (PIO) during emergencies; maintains constant, accurate information as a member of the City's Emergency Operations Center Team; and assists with broadcasting and content for the City's Emergency Alert System.
- Oversees and regularly updates the City's website. Works closely with City departments to ensure branding consistency, accuracy, and availability of information.
- Represents the City at community, inter-agency and relevant professional organizations' events and meetings. Elicits opinions and relevant feedback, answers questions and addresses concerns. Facilitates discussions and represents the City positively and effectively.
- Reviews, analyzes, evaluates, and summarizes qualitative and quantitative data to monitor the success of the City's strategic communications efforts, including resident satisfaction, cost- effectiveness and overall value to the community.
- Coordinates and facilitates meetings with the Communications Subcommittee.
- Initiates and monitors necessary changes and modifications to current services and forecasting for future planning.
- Coordinates and facilitates communication and strategic planning activities for the City Council and City departments as directed. Prepares presentations, speaking points, scripts and handouts for the City Manager, Assistant City Manager and City Council.
- Oversees the communications budget and budgets for special projects, tracks expenditures; participates in the forecast of necessary funds for materials, services, and supplies; monitors and tracks approved budgets; discusses and resolves budget issues; implements adjustments as necessary; administers contracts that relate to the City's communications efforts; and approves invoices.
- Manages, supervises, and coordinates the work scopes of consultants and assigned staff, issue requests for proposals and monitors contracts.

EXPERIENCE/EDUCATION A combination of education and experience that provides the required knowledge and abilities may qualify. A typical way to obtain the knowledge and skills would be: Experience: Five years of increasingly responsible communications, public relations, community relations or media relations experience, including one year of experience providing functional and technical direction to staff. Three years of experience performing public relations in a public agency is highly desirable. Education: Bachelor's degree in journalism, public relations, public administration, communications, or a related field.

APPLY IMMEDIATELY. First review of applications June 6, 2024. Apply online at: <https://www.agourahillscity.org/i-want-to/apply-for/job-openings/-fsiteid-1>