

State of Georgia Job Description

Job Family: General Support
Job Code: GSP040
Job Title: Communications Spec 1
Functional Level: Professional (PRO)
Pay Plan: Statewide Salary Plan (SWD)
Grade: H
Salary Range: \$35,618.70 - \$46,245.72 - \$56,872.73

Job Summary:

Under supervision, assists with the planning, development and implementation of a communications program, and/or public relations plan for an assigned agency, department, facility or function.

Primary Duties & Responsibilities:

- As a team member, participates in the development of instructive seminars, presentations and speeches for community and civic organizations and the general public
- Assists in planning and coordinating conferences, meetings, and special events
- May produce and distribute informational materials in a variety of media
- May support media relations posture by drafting press releases
- Performs public relations activities to increase awareness of/participation in programs or services
- Responds to routine inquiries about the organization by answering questions or directing them to the appropriate party; researches answers to questions
- Uses print and other media to communicate the message of the agency and/or unit

Entry Qualifications:

High school diploma/GED and three (3) of experience of communications or job-related experience.

Note: An equivalent combination of knowledge, education, job or intern experience, training, or certifications that provides the necessary knowledge and skills to successfully perform the job at the level listed may be substituted year-over-year.

Preferred Qualifications:

In addition to Entry Qualifications, Preferred Qualifications may be added by the agency.

NOTE:

The above job description represents the general nature, primary duties and responsibilities, and qualifications for the work performed by employees within this job, but is not a comprehensive and exhaustive list. Employees may be required to perform other duties as assigned, and specific duties, responsibilities, and activities within the core nature of the job may change at any time with or without notice. Employees must be able to perform the essential functions of the job, as specified by the employing entity, with or without reasonable accommodation.