

Job Notice

Director of Communications and Community Engagement

The City of Kingston, located at 420 Broadway, Kingston, NY, seeks a full time employee to perform the duties of the Director of Communications and Community Engagement. This position exists in the City of Kingston and involves responsibility for planning and implementing various projects with a purpose of providing public information to the community and staff. This is creative work requiring imagination and a demonstrated flair for writing and visual presentation of informational materials as well as managing the Everette Hodge Center for after school programs. The work is performed under the general supervision of the Mayor with leeway allowed for carrying out the day-to-day responsibilities of the position.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Excellent communication skills, both verbal and written; working knowledge of the City of Kingston and surrounding areas; strong interpersonal skills; attention to detail; ability to navigate conflict and/or high intensity situations; ability to multi-task and prioritize work assignments; ability to bring individuals and groups together for a common goal; knowledge of and ability to use traditional and new media tools; ability to analyze data and summarize and/or develop presentations for public distribution; ability to work with large groups of children and adolescents; and other skills related to communications, community outreach and public engagement.

MINIMUM QUALIFICATIONS: Either:

- a) Graduation from a regionally accredited or New York State registered college, university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Communications, Public Relations, Business Administration, Human/Youth Services, or closely related field and four (4) years' experience in writing, collection and distribution of news and related communication or in public and/or community relations. OR
- b) Graduation from a regionally accredited or New York State registered college, university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Communications, Public Relations, Business Administration, Human/Youth Services or closely related field and six (6) years' of experience as defined in (a); or
- c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

This is a full-time position and includes benefits such as health, dental and vision as well as vacation, personal, sick time and holiday pay. The salary range is \$42,000 - \$44,000 annually. Enrollment in the New York State Retirement System is required.

The City of Kingston is an equal opportunity employer.

If you wish to apply, please send employment application to Jackie DeCicco, Executive Secretary, Civil Service, 420 Broadway, Kingston, NY, 12401. Please feel free to contact us at (845) 334-3921 Monday through Friday 8:30am to 4:30pm with any questions you may have. The applications can be found on our website at www.kingston-ny.gov.