

Chief Communications Officer

East Bay Regional Park District

Salary: \$134,326.40 - \$171,350.40 Annually

Job Type: Full-time (40 hrs)

Job Number: 23-AP-01

Location: Oakland, CA

Department:

Closing: 1/8/2024 5:00 PM Pacific

The Position

The Chief Communications Officer is under the direction of the Assistant General Manager of Public Affairs and serves as a member of the Park District's senior leadership team, and provides leadership, direction and technical expertise to the programs and staff of the Public Affairs Division. This position will be responsible for helping to administer the operations and daily activities of the Public Affairs Division; works with the Assistant General Manager of Public Affairs to consult and strategize Public Affairs Division goals and objectives; manage crisis or emergency communications; oversees Division work that includes media relations, public information, community relations, and creative or graphic design; serves as a key member of the senior management leadership team in a consultative role; provides highly complex professional assistance to the Assistant General Manager of Public Affairs, Park District's Executive Team, and the General Manager in areas of media and public communications pertaining to these matters; assists in the formulation and implementation of administrative policies and procedures related to Public Affairs; manages staff; and performs other duties as assigned.

Minimum Qualifications

MINIMUM QUALIFICATIONS:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: A Bachelor's degree from an accredited college or university with major course work in communications, English, public relations, public administration, or a related field. A Master's degree from an accredited college or university with major course work in a related field is desirable, AND

Experience: Five years of increasingly responsible professional experience in public affairs, communications, public and media relations or related field, including at least two years of experience at the middle management level in this field including supervision.

License or Certificate: Possession of a valid California Class C Driver's License is a condition of initial and continued employment in this classification. Possession of professional certifications in a related field is desirable.

Additional Information

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this exceptional career opportunity, please submit your resume, cover letter, and a list of six work-related references (who will not be contacted without prior notice) by **Monday, January 8, 2024**. The most qualified candidates will be invited to remote interviews the week of January 22nd.

Final in-person interviews are anticipated to be held the week of January 29th. Media checks and a comprehensive reference and background check will be performed on final candidates.

Please submit your materials to: <https://www.cpshr.us/recruitment/2274>

For additional information about this position, please contact:

KYLIE WILSON

Principal Consultant

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Website: www.cpshr.us

To apply, please visit <https://apptrkr.com/4852164>

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