



CITY OF DES MOINES
 Department of Human Resources
 1551 E. Martin Luther King Jr. Pkwy , Des Moines, 50317
<http://www.dsm.city> Ph. 283-4213 Fax 237-1680

*An Equal Opportunity
 Employer, women,
 minorities and
 persons with
 disabilities are
 encouraged to apply*

Communications Specialist I

Closing Date: 07/05/22

Occupational Group: Civil Service

Recruitment: Entrance

Salary: \$29.96 - \$35.85 Hourly

Job Type: Regular Full-Time

Vacancy Location: Public Information Office

THE POSITION

Under the direct supervision of an assigned manager, performs responsible work as assigned. Responsibilities include assisting in coordinating video productions for television programs; computer programming for city cable channel; preparing and disseminating information on departmental and city-wide sponsored services and activities in order to develop and maintain public awareness and understanding of departmental and city programs; and perform related work as required.

ACCEPTABLE EXPERIENCE AND TRAINING

- Graduation from an accredited college or university with a Bachelor's Degree in Communications, Public Information/Relations, Marketing, Journalism or closely related field; and
- Considerable experience with professional television, communications or public information, marketing/promotions or closely related field which includes related computer application experience; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

NOTE: *Transcripts verifying degree conferred or copies of certifications need to be submitted to the City of Des Moines Human Resources Department to receive credit. Please send electronically to humanresources@dmgov.org, by fax to 515-237-1680, or by mail to 1551 E MLK Jr Pkwy, Des Moines, IA 50317 by the application deadline.*

REQUIRED SPECIAL QUALIFICATIONS

- Candidates for positions in this class must pass a post-employment offer physical examination and drug screen.
- Possession a valid Iowa driver's license or evidence of equivalent mobility.
- Ability to successfully complete a background investigation.

EXAMPLES OF ESSENTIAL WORK (ILLUSTRATIVE ONLY)

- Gather information to compose and disseminate marketing and communications content.
- Develops and maintains integrated content strategy.
- Coordinate and schedule video productions for city programs and special events.
- Consult with and provide assistance to appropriate departmental personnel in the preparation and dissemination of city-wide advertising, marketing and promotional materials which are designed to increase participation and/or attendance at public facilities and city-sponsored activities.

- Creates and edits original content for websites, newsletters, news releases, blogs, articles, social media, video and advertising and marketing materials.
- Gather information by interviewing others and/or receiving rough drafts from others to write and/or edit articles for city newsletters, video bulletin board announcements and informational brochures.
- Edit and type speeches from rough draft.
- Assist in maintaining and improving the television production equipment and computers.
- Observe communication operations and procedures and annually submit written recommendations for operational enhancement and/or modification.
- Organize and maintain video and photographic library, taking photographs in the field and/or making arrangements with others with the required expertise.
- Collect photographic materials and maintain a departmental photographic library for use in preparing printed materials.

SELECTION METHOD

An education and experience review will be completed on all qualified applicants. Those applicants deemed most qualified based on the education and experience rating will be considered for certification to an eligibility list for appointment. Applicants who need a reasonable accommodation must inform this office at (515) 283-4213 or TTY at Iowa Relay at 711 or 1-800-735-2942 prior to the closing date.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.dsm.city> OR 1551 E. Martin Luther King
 Jr. Pkwy,
 Des Moines, IA 50317

EXAM #1125-03-2008
 COMMUNICATIONS SPECIALIST I
 OPENING DATE: 06/15/22 AL

Communications Specialist I Supplemental Questionnaire

- * 1. I understand that such responses as "see resume", "see application", etc. to the following supplemental questions are not acceptable. Responses must be thorough, clear and concise to receive credit.
- Yes No
- * 2. Do you possess a Bachelor's degree from an accredited college or university in Communications, Public Information/Relations, Marketing, Journalism or closely related field? If so, please describe below. If you have not, please state "NO". Please submit to the City of Des Moines Human Resources Department; electronically to humanresources@dmgov.org, by fax to 515-237-1680, or by mail to 1551 E MLK Jr Pkwy, Des Moines, IA 50319 by the application deadline date. Failure to do so may result in application disqualification.
- I understand college transcripts are required by the application deadline and I have attached my transcripts to my application.
- I understand college transcripts are required by the application deadline and I have requested my transcripts. I further understand that it is my responsibility to make sure the transcripts are received by the application deadline.
- I have not taken college course work and do not have college transcripts to provide.
- * 3. Describe any work experience you have in professional television, communications or public information/relations, marketing, journalism or a closely related field, including where this experience was obtained and duration of experience? If no work experience, indicate "none".
- * 4. Describe any work experience you have in website development and creating graphics for digital content, including where this experience was obtained and duration of experience? If no work experience, indicate "none".

- * 5. Describe any work experience you have in corporate/business writing and communications, including where this experience was obtained and duration of experience? If no work experience, indicate "none".

- * 6. Describe any work experience you have in shooting and editing video using editing software, including where this experience was obtained and duration of experience? If no work experience, indicate "none".

- * 7. Describe any work experience you have in photography, including where this experience was obtained and duration of experience? If no work experience, indicate "none".

- * Required Question