



"We're extending a hand, welcoming you to join a movement—a movement where businesses are breaking ground and families are setting down roots...where we're building bright futures, playing with the best, and living as a vibrant community. We are Altoona. We are happening now."

Position Overview: The City of Altoona has an opportunity in the Economic Development Department for a full time Communications Specialist. The typical work schedule is Monday through Friday from 8:00am until 4:30pm. This is an on-site position with the availability to manage social media accounts outside regular business hours. This is a full-time non-exempt position that has an hourly wage range from \$28.34- \$37.00 per hour.

Day to Day Job Functions:

- Coordinates the City's public relations functions.
- Prepares news releases and media alerts.
- Develop and maintain effective working relationships with media contacts.
- Develops relationships with communications contacts in all City departments to ensure accuracy of information released and to consistently cascade messaging throughout various platforms.
- Compiles and edits the city's newsletter, public information pieces and other required publications.
- Assists with maintaining the City's website, intranet, and social media accounts.
- Coordinates with the City's marketing campaigns.
- Coordinates the City's Arts and Culture Commission.
- Recommends and implements an overall communication strategy for the City.

Please see full job descriptions for all duties and responsibilities.

Qualifications:

- Valid Iowa Driver's license
- Education – Bachelor's degree from an accredited college or university with major course work in communications, public relations, marketing, or related curriculum.
- Minimum three (3) to five (5) years of related experience working in communications, public relations, or marketing. Municipal or public sector experience is preferred.
- Intermediate skills in Adobe Creative Suite applications and Microsoft Publisher with an understanding of graphic design and video production.
- Intermediate skills in Microsoft Office Suite products

Physical Demands/Working Conditions:

- Ability to function productively in a standard office environment accessing cabinets, shelving work areas and office equipment.
- Ability to sit for long period of time and to maintain focus on project such as computer screen or detailed paperwork.
- Ability to lift and carry up to twenty (25) pounds.
- Ability to push and pull twenty-one (25) to fifty (50) pounds occasionally.
- Able to effectively communicate orally (in person and over the telephone) and in writing (using electronic devices and handwritten) with other employees and City contacts in English.
- Ongoing contact with the public in this setting always has the potential for dealing with irate customers and the public when they have a complaint regarding city services.
- Must be able to occasionally work evenings and weekends for City meetings, presentations, and events.
- There is no residency requirement for this position.

Employees are eligible to participate in the City of Altoona's benefit program if they are a full time permanent or probationary employee.

The following benefits are offered through the City of Altoona:

- Health Insurance
- Dental Insurance
- Flexible Spending Accounts
- Life Insurance
- Long Term Disability
- Vacation Leave
- Sick Leave
- Iowa Public Employees Retirement System (IPERS)

- 8 Holidays plus 3 Floater Days

Apply online at:

[City of Altoona, Iowa | A Development Friendly Community \(altoona-iowa.com\)](http://altoona-iowa.com).

The successful applicant will be required to pass a medical exam including a drug and alcohol screen and complete background check prior to beginning work.

The City of Altoona is located in Polk County, Iowa about five miles from Des Moines. Altoona houses approximately 20,000 residents and is one of the lowest city tax rates in the metro area. We offer many large city amenities but with small town quality and convenience. Altoona hosts beautiful recreational trails, parks, an abundance of shopping and restaurant opportunities, and our entertainment is renown.

The City of Altoona is an Equal-Opportunity Employer.