CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 871.1

Job Title: **COMMUNICATIONS SPECIALIST**

Pay Grade: 15

GENERAL SUMMARY:

Assists in the production of internal and external communications, including educational materials, informational brochures, pamphlets, reports, and other printed materials, by using various media.

RESPONSIBILITIES:

- Assists in the production of various media by performing research, layout, design, and other processing functions.
- Assists in generating graphics for various media.
- Handles equipment maintenance, supply inventory, and delivery/routing of printed materials.
- Assists in the coordination of display/event set-up and departmental employees/volunteers for public events.
- Writes, edits, and proofreads copy for printed materials, speeches, and scripts.
- Coordinates photo shoot and video productions; edits photos and videos for production.
- Performs other communications duties and responsibilities as assigned.

SPECIFICATIONS:

KNOWLEDGE:
Requires a Bachelor's degree in Art, Design, Communications, Media Relations, English, or a field related to the work being performed.

EXPERIENCE:
Six months of experience in media, public relations, art or field related to the work being performed are required.

SUBSTITUTION:
Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

COMPLEXITY:
Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies, and precedents.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:
Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate to limited supervision with standard operating procedures. The incumbent functions under general review and at times autonomously, with the supervisor available to answer more difficult questions.

SUPERVISION EXERCISED:

Direct Supervision:
No direct report employees.

Indirect Supervision:
No indirect reports.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with the clerical and technical staffs and occasionally with professionals and supervisors. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:
Level of external contact is primarily with lower-level service representative and vendors. Interaction involves routine information exchange and/or simple service activity which requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:
The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

WORK ENVIRONMENT:
There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:
Requires the ability to make coordinated eye/hand movements within fairly fine tolerance and/or calibration demands; or the ability to make closely coordinated eye/hand movements on a patterned response space within moderate tolerance demands.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Communications Specialist
Senior Communications Specialist
Communications Specialist Supervisor

Effective: October 1990
Revised: April 1992
Revised: August 2023