



City of Annapolis
Office of Human Resources
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Position Vacancy Announcement

Position	<u>External Affairs Officer - CONTRACTUAL</u>	Opening date	<u>September 20, 2010</u>
Department	<u>Police</u>	Closing date	<u>Open Until Filled</u>
Salary range	<u>Based upon experience -</u>		

General statement of duties

Under general direction of the Deputy Chief of the Annapolis Police Department the External Affairs Officer develops, coordinates and implements public relations, public information and public education activities; establishes and maintains positive, effective operating relationships with a variety of stakeholders including media representatives, public officials and public agency representatives, special interest groups and the public. Duties performed may require incumbent to respond to callback duty after normal working hours and on weekends and holidays. Performs related duties as required.

Distinguishing features of the class

Work involves responsibility for planning, researching, preparation and dissemination of public information, news releases, public service announcements, and promotional and educational materials. Represents the Annapolis Police Department and makes presentations in a variety of settings including public meetings, classrooms, public events, and community groups. Serves as spokesperson to the press, public, and other public agency representatives. Coordinates with local, state and federal Public Information Officers as needed. Coordinates updates for publication on the Annapolis Police Department's website. Attends senior staff meetings; prepares and presents reports. Develops and maintains a historical record of significant District events, activities and issues.

Examples of work (illustrative only)

- Coordinates all functions of the Annapolis Police Department's public announcement and communication program;
- Responds to significant crime scenes to interact with the press;
- Writes and distributes press releases;

Required knowledge, skills and abilities

Requires knowledge of organizational structures of government, and general local government functions, issues and operations; methods, techniques and practices of public and media resources and relations; applicable federal, state and local laws, regulations and court decisions. Must be able to present information clearly, logically and calmly in a variety of public settings as well as during times of crisis; conduct research, compile and analyze information, and prepare clear, concise reports, press releases, informational and educational materials; organize, direct and evaluate assigned staff, and identify and provide for training needs; communicate clearly and concisely, both orally and in writing; utilize proper grammar, sentence structure and punctuation;

exercise tact and diplomacy in dealing with highly charged emergency situations; establish and maintain positive and effective working relationships with a variety of people including police personnel, elected officials, other municipal representatives, media and press representatives and the public; operate audio, visual, and other technological equipment designed to capture images and information; operate standard office equipment including a personal computer with moderate to advanced capabilities in Microsoft Office software applications. Must be competent in applying principles and practices of effective management and supervision.

Acceptable experience and training

- Major course work in public relations, journalism, mass communications, public administration, public policy or a related field;
- Three years of verifiable professional experience in either a Public Affairs Section of a police agency or the media;
- Thorough knowledge of principles and techniques used to conduct an effective public information and publicity and announcement program for a large transit agency;
- Ability to deal courteously, effectively and tactfully with others;
- Strong verbal and written communication skills, with ability to produce reports and presentations and to present effectively to senior management, public agencies and the public;
- Ability to resolve problems and communicate calmly, clearly, and effectively with internal and external individuals during emergencies;
- Must possess a valid Class C Maryland Driver's License and possess a satisfactory driving record and must be able to respond to callback duty after normal working hours, and on weekends and holidays.

Americans with Disabilities Act

Physical ability: ability to drive to and from APD; ability to traverse rugged terrain at crime scenes; ability to carry a minimum of 20 pounds; ability to operate standard office equipment including a copier, computer, fax machine, etc; ability to reach into file drawers in standard four (4) drawer cabinet.

Visual ability: to effectively operate standard office equipment, ability to read and write reports, correspondence, manuals etc; ability to operate a vehicle.

Hearing ability: sufficient to hold conversation with other individuals in person, over the telephone and radio.

Freedom from mental disorders which would interfere with performance of duties as described.

Application process

Candidates must complete a City of Annapolis application form. The application must be postmarked, or received in the City of Annapolis Department of Human Resources office by 4:30 p.m. on the closing date.

All qualified applicants will receive consideration for employment, without regard to political or religious opinion or affiliation, race, creed, color, sex, national origin, marital status, physical or mental disability, sexual orientation or genetic information. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.