



## County Administrator's Office

340 South Sixth Street, Wytheville VA 24382-2598

Telephone (276) 223-4500

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**Position:** Public Information Office and Grant Coordinator

**Department:** County Administration

**Reports To:** Assistant County Administrator

**Location:** Administration Office

**FLSA Status:** Exempt

**Full-time/Part-time:** Full-time

**Seasonal:** No

**Posted Until:** Date or Until Filled

### Summary

Serves as the public communications interface for media, social media and public events, working with administration and the Board of Supervisors to synthesize, disseminate and convey critical information in support of the County's goals and policies. Performs complex administrative, technical, and professional work in a broad range of programs, services, issues, and policies. Performs professional work for public events for the County Administrator, through community programs, special events, and civic events. Performs a variety of grant related tasks, including application, acceptance, accounting, project management, reimbursement and fulfilling grant requirements. Assists county administration and designated DMO in coordinating tourism events and functions.

### Work Schedule

- Monday – Friday 8:00 a.m. - 5:00 p.m.
- Works most regular Board of Supervisors meetings.
- Occasional on-call and call-outs as necessary

### Essential Functions

- Provides educational reports for the County Administrator.
- Provides press releases to the public to increase awareness of the functions of the County Government.
- Coordinates and distributes information County programs, services, activities, issues, policies, and procedures.
- Coordinates and promotes county presence on approved social media platforms.
- Writes and coordinates with reporters to write articles, reports, tape public service announcements, and etc.
- Works with County Administration to manage, update and maintain county websites.

- Coordinates the research, data collection, and preparation of communications, reports, and other written or visual material needed for grant applications, public presentations, brochures, flyers, news releases, tapes, special projects, and etc.
- Prepares or directs public relations events for the County.
- Assembles information on land, utilities, transportation, work force, quality of life, grants, and etc. that are necessary for County projects.
- Confers with department heads and other staff to coordinate public information.
- Solicit information and applications for all possible grants for which County of Wythe may be interested in applying in support of local government interests.
- Prepares and submits grant applications for all County departments; monitors expenditure of funds; prepares reports; closes out grants.
- Provides information and promotes County services and programs; develops and distributes press releases to news media venues and other relevant organizations; provides guidance on overall communication strategies and messages.
- Plans, organizes, hosts fundraisers and other special events for the County.
- Takes various photographs of County events.
- Records, edits and distributes the meetings of the Board of Supervisors.
- Markets Wythe County's tourism resources utilizing a variety of venues.
- Represents the County on various boards and committees as assigned.
- Oversees all marketing via various social media outlets.
- Assists with special projects, as assigned, to include policy research and reports.
- Represents the county to civic organizations, job fairs, prospective employees, public events and other locations in support of county initiatives.

### **Knowledge, Skills, and Abilities**

- Through knowledge of writing and editing techniques required to prepare reports and related documents
- Through knowledge of county programs, policies, and structure; through knowledge of public information and modern principles and practices of public relations media.
- Ability to develop promotional copy and perform technical editorial work.
- Ability to write public information reports and releases
- Ability to work closely at all levels with various citizens, committees, and staff members.
- General knowledge of the organization, function and method of operation of the County and various operational departments.
- Thorough knowledge of the Federal and State laws and regulations governing the implementation and administration of various grant programs.
- Understanding of emergency management practices and terms which may be required to explain a crisis to the public.
- Thorough knowledge in the use of standard office equipment and associated software (e.g. Adobe Creative Suite, Facebook, Twitter, Instagram, MS Publisher, Canva, etc.).
- Thorough knowledge of and in the use of the equipment required for the position.
- Ability to gather and analyze facts on a variety of subjects matters and to assemble and present concise reports and presentations.
- Ability to communicate complex ideas effectively, orally and in writing.
- Ability to make arithmetic computations.

- Ability to compute rates, ratios and percentages; ability to apply governmental accounting practices in maintenance of financial records
- Ability to verbalize complex ideas and concepts to the general public
- Ability to establish and maintain effective working relationships with County officials, associates, news media and the general public.

### **Education**

- Bachelor's Degree preferred, or equivalent experience.
- Associates/Technical degree with coursework in business administration, public administration, journalism, marketing, public relations, or related field.
- Moderate experience in public relations, communications, marketing, or equivalent combination of education and experience.

### **Special Requirements and Job Development**

- Employee must possess an acceptable and safe driving record.
- Possess a valid Virginia driver's license

### **Physical Requirements**

- This work requires the occasional exertion of up to 10 pounds of force
- Work regularly requires sitting, frequently requires speaking or hearing and using hands to finger, handle or feel
- Occasionally requires standing, walking, reaching with hands and arms, lifting and repetitive motions
- Work has standard vision requirements
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word
- Hearing is required to perceive information at normal spoken word levels
- Work requires preparing and analyzing written or computer data
- Operating motor vehicles or equipment and observing general surroundings and activities
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

*This job description is not intended to be all –inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Wythe County Administration reserves the right to revise or change job duties as the need arises. The job description does not constitute a written or implied contract of employment.*

*As an Equal Opportunity Employer, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/sexual orientation/gender/identity, national origin, disability, marital status, age, political affiliation, or protected veteran status.*