



BOROUGH OF CONSHOHOCKEN

MAYOR
Yaniv Aronson

BOROUGH COUNCIL
Colleen Leonard, President
Tina Sokolowski, Vice-President
Anita Barton, Member
Stacy Ellam, Member
Kathleen Kingsley, Member
Adrian Serna, Member
Karen Tutino, Member

Stephanie Cecco
Borough Manager

Department: Office of the Borough Manager
Position: Communications Manager (Part-Time, Temporary)
Reports to: Borough Manager
Supervises: None
Hours: FLSA Non-Exempt Position (Part-Time, Temporary)

Purpose: The purpose of this position is to professionally and responsibly manage and coordinate all public information and community events in accordance with and prescribed by Borough policies and procedures as directed by the Borough Manager on a part-time, temporary basis. This position is responsible for performing a variety of communication activities for the Borough of Conshohocken.

Tasks:

Coordinate all public information and special events for the Borough of Conshohocken through the Office of the Borough Manager

Manage the Borough's website, government access television channels, and all social media outlets

Coordinate the dissemination of public information

Coordinate all special events offered by the Borough of Conshohocken

Develop brochures, flyers and press releases. Manage the Borough's biannual newsletter process. Manage the Borough's biannual recreation activity guide process.

Plan, develop, and coordinate community outreach and information programs.

Monitor all social media outlets and process resident concerns or questions through the citizen concern process

Plan and develop the Borough's use of technology to improve communications to the public.

Assist with special projects as required, and other duties as assigned.

Conditions: General office computers, vast majority of work is confidential in nature, time and information sensitive.

Required Skills, Knowledge and Abilities: A Bachelor of arts or sciences in English or Communications is strongly preferred (candidate can be working towards preferred degree); ability to read, comprehend and write English; familiarity with office and computer technology equipment; flexibility; self-motivated; ability to set goals and priorities and achieve them; organizational skills; and comprehend and effectively communicate information. Experience in municipal or State government is preferred. Position will be challenging, and may have periods of stress; demonstrated ability to work independently. Experience with website management required.

Must be familiar with video production skills and techniques. Must have a valid Driver's License with a good driving record. Demonstrated skill in related production computer software programs or design software.

This job description does not list all duties of the job. The Borough Manager, or designee, may ask employee to perform other job-related duties provided those duties are not illegal or injurious to the employee's health. Employee will be evaluated in part based upon performance of the tasks listed in the job description.

This is an FLSA part-time, non-exempt position. The position is an at-will position; the person hired for this position is hired for no specific term and the Borough reserves the right to terminate the relationship at any time. Nothing in this job description should be construed as a contract or guarantee of continued employment and the Borough reserves the right to change benefits or bypass discipline policies if the situation

I, _____, have read and understand all of the duties and requirements specified in this job description and agree to abide by all rules and regulations while in the employment of the Borough of Conshohocken.

Employee Signature _____ Date _____