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# NON-SWORN MEMBER VACANCY

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*The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, religion, sex/gender, age, national origin, genetics, or disability.*

**DATE:**

**JOB VACANCY MEMORANDUM NO.**

**TITLE:** Public Relations Specialist I, Public Affairs Specialist

**ELEMENT OF ASSIGNMENT:** Media Unit/Professional Standards Division

**PAY RANGE:** 16

**STARTING MONTHLY SALARY:** \$3,551

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:**

**REQUIREMENTS:**

To assist in the development and implementation of projects in the Media Unit to include, but not limited to, all administrative tasks, website management, and social media posts and monitoring.

**Essential Job Functions:** (Functions essential to attaining job objectives.)

1. Act as the primary point-of-contact and responsible for management and updates of current content for the department's external website (kcpd.org).
2. Assist with projects produced by Senior PR Specialists and/or PIO's; with responsibilities such as research, writing, editing, layout, photographs and video recording.
3. Generate and disseminate weekly social media summary.
4. Share responsibilities with Senior PR Specialist for taking photos/videos at department and community events in the evening and/or weekends as needed.
5. Handle all administrative duties for the Metro Chief's and Sheriff's Association (MCSA) to include monthly coordination, invites and annual awards for Valor ceremony.
6. Manage reservations for the BOPC Community Room, Ante Room and Media Conference Room.

7. Perform primary timekeeping responsibilities for the Unit.
8. Coordinate all aspects of retirements and all department ceremonies (awards, promotions, rings) to include scheduling, fittings, ordering items, printing, framing, braiding and transport.
9. Develop, reproduce, and distribute informational reports and announcements as well as other projects.
10. Update and post daily Informant newsletter; Senior PR Specialist will act as a back-up.
11. Read material obtained from various sources, and evaluate for potential inclusion in department publications and/or videos.
12. Coordinate, plan, organize, and implement department banquets, ceremonies, and special events.
13. Assist Senior PR Specialist with any tasks/assignments as needed.
14. Process Unit paperwork and correspondence; type memorandums and reports.
15. Respond to routine public requests for services and assist visitors as needed.
16. Order items from Supply for Unit needs and promotional items.
17. Complete Unit purchasing requests.
18. Deliver and pick up daily mail and answer Unit phone.
19. Must have strong organizational skills.
20. Maintain reliable and predictable attendance. Must have the ability to work flexible hours, overtime, and/or weekends to meet Unit needs.
21. Perform related duties as assigned.
22. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

**Job Standards:** (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of this position, a degree from a four-year accredited college or university, with course work in English, communications, or journalism, or similar job experience is preferred. Incumbent must have knowledge of English, spelling and math and have strong writing and communication skills. Prefer working knowledge of computer publishing programs, photography, and audio/video equipment.

Must have a current valid driver's license.

**Physical Requirements:** Incumbent will operate a motor vehicle one or more times per day, may use the telephone approximately 50 times a day, and will work at a computer drawing station or keyboard several hours per day. Work involves occasional heavy lifting (20-50 pounds) and light lifting (5-20 pounds) frequently.

**Job Location:** (Place where work is performed.)

Position operates primarily in a standard office environment. May operate a motor vehicle and may require site visits throughout the city for photography assignments and acquiring awards/retirement items.

**Equipment:** (Machines, devices, tools, etc., used in job performance.)

- Camera
- Personal computer, using publisher software and word processing programs
- MAC computer, Photoshop, Lightroom, InDesign
- Vehicle
- Telephone

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Captain Leslie Foreman, Media Unit by no later than DATE**.

Outside applicants interested in being considered for the position must submit a cover letter and resume outlining how they are qualified for this position and a resume to the [Mindy.Davis@kcpd.org](mailto:Mindy.Davis@kcpd.org), to be received no later than **DATE**.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during the full term of their employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Members who meet all of the qualifications will be contacted individually. The candidate must also complete a Typing test (35 wpm with 10 or fewer errors), CVSA, post-offer physical examination and drug screen.

***Captain Lionel Colon***  
Captain Lionel Colon  
Commander, Employment Unit