



NON-SWORN MEMBER VACANCY

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: February 28, 2019

JOB VACANCY MEMORANDUM NO. 19-14

TITLE: Public Relations Specialist II/Media Relations Specialist II

ELEMENT OF ASSIGNMENT: Media Unit/Professional Standards Division

PAY RANGE: 17

STARTING MONTHLY SALARY: \$3,414

VACANCY STATUS: Vacant

EXPIRATION DATE: March 14, 2019

REQUIREMENTS:

To develop and implement projects in the Media Unit. Review work completed by the Public Relations Specialist I; control expenses and revenues of projects. Solve media technical problems. Respond to public requests for a range of services or products.

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

1. Design, write, produce and present projects for the Media Unit; such as newsletters, videos, and reports. Responsibilities include writing, editing, photography, layout and video filming.
2. Compose speeches and blog posts for various supervisors and commanders as requested.
3. Assist with various communications duties; including department ceremonies, mailings, responding to media and public requests for services.
4. Write news releases.
5. Address various public relations issues through use of special projects.
6. Manage Media Library archive; find and obtain copies of previous media coverage as requested.
7. Manage the department's Awards Committee and awards tracking system.

8. Manage the department's social media platform.
9. Research topical issues as requests.
10. Maintain reliable and predictable attendance. May be required to work flexible hours, weekends and overtime as Unit needs arise.
11. Perform related duties as required.
12. 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, the incumbent must possess a degree from a four-year accredited college or university, preferably with course work in English, communications, journalism, or related field; or an associate degree with at least two years of experience in journalism/public relations. Position requires knowledge of the fundamentals of journalistic and public relations writing, as well as layout and design work. Incumbent must have knowledge of English, spelling and math, and be able to compose news articles.

Physical Requirements: Incumbent may use the telephone approximately one hour per day and may work at a computer several hours a day requiring prolonged periods of sitting. Incumbent may operate a motor vehicle one or more times 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 with occasional warehouse work. May operate a motor vehicle and may require site visits to various locations throughout the city.

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

- Camera
- Video and Editing Equipment
- Personal Computer
- iPad

All members interested in being interviewed for the above position must submit a Request for Transfer, Form 4 P.D., through their chain of command. In addition, provide a cover letter and resume and submit them directly to the Human Resources Division to be received no later than **MARCH 14, 2019**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to Mindy.Davis@kcpd.org, to be received no later than **MARCH 14, 2019**.

All permanent full-time members of the Kansas City Police Department must reside within the Kansas City, Missouri city limits unless an exception has been granted by the Chief of Police.

Members who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must submit to a typing test (35 wpm with 10 or few errors in 5 min.), MMPI, CVSA, post-offer physical examination and drug screen.

Captain Gregory Williams

Captain Gregory Williams
Commander
Employment Unit