



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, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.

DATE: May 12, 2026

JOB VACANCY MEMORANDUM NO. 26-22

TITLE: Public Relations Specialist III, Video Content Creator

ELEMENT OF ASSIGNMENT: Chief's Office/Media Unit

PAY RANGE: 54

STARTING MONTHLY SALARY: \$4,693

VACANCY STATUS: Vacant

EXPIRATION DATE: May 26, 2026

REQUIREMENTS:

The Video Content Creator is responsible for planning, producing, and editing high-quality video content to support the mission, goals, and public outreach efforts of the Kansas City, Missouri Police Department. This role involves capturing video at department events, creating public service announcements (PSAs), and generating compelling content for social media and other digital platforms. They will work closely with agency leadership and staff to highlight the work of department members while promoting transparency, community engagement, and public safety. This position will also work on special projects and assignments as directed by the Media Unit Sergeant.

Essential Job Functions:

1. Develop, shoot, edit, and produce videos and projects as needed, primarily for social media and including public service announcements (PSAs), and department events.
2. Coordinate and assist with site set-up, breakdown and technical assistance in the audio/visual booth for guest speakers and presenters at Headquarters, as needed.
3. Maintain and operate department audio/visual equipment.

4. Must be able to create compelling content that supports organizational goals, and highlights the Department and its members.
5. Maintain reliable and predictable attendance. May be required to work flexible hours, to include nights and weekends, and on short notice.
6. Must have strong organizational skills.
7. Must have strong communication skills.
8. Must be familiar and able to utilize video editing software equipment, video streamer, and a teleprompter.
9. Must possess knowledge and proficiency on common social media platforms to include content creation and operating analytic metrics.
10. Must be able to complete pre and post video production steps without assistance.
11. Must be able to perform job functions outside of the office to include; police vehicles, department facilities, and the outside environment.
12. Assist the Senior PR Specialist as needed.
13. Perform related duties as required by the Unit.
14. 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 (ADAA); 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 video editing or journalism/public relations. Position requires knowledge of the fundamentals of video editing and script writing, as well as layout and design work. Incumbent must have knowledge of English, spelling and computer skills.

A valid driver's license is required.

Incumbent will be required to complete post offer, pre-employment testing per Department Policy.

Physical Requirements: Incumbent 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.)

This position operates primarily in a standard office environment with occasional site visits to various locations throughout the city requiring the operation of a motor vehicle.

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

- Camera (digital and wired remote)
- Video and editing software
- Personal computer
- iPad
- Vehicle

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 a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Sergeant Phillip DiMartino, Media Unit** by no later than **MAY 26, 2026**.

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 **MAY 26, 2026**.

At the interview, the candidate may be required to provide a link to a video portfolio.

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>

Captain Justin Pinkerton

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Commander, Employment Unit