

## PLATTE CANYON WATER AND SANITATION DISTRICT

Job: Communications & Administrative Services Coordinator

Salary: Salary range begins at \$40,000; depends on qualifications and experience

Posting Opens: October 30, 2017  
Posting Closes: November 20, 2017 at 1pm MT

The District expects to hire a Communications & Administrative Coordinator who will work under general supervision provided by the Assistant Manager. This role serves as the coordinator of communications with District customers and other stakeholders. The selected candidate will develop communications strategies for several Special Districts. Designs, review customer outreach materials and oversee/execute the District social media presence. The candidate will also coordinate District reception desk and perform general administrative duties. There are no supervisory responsibilities with this position.

Refer to page 2 of this document for examples of job duties. Refer to page 3 of this document for qualifications for appointment.

Additional Information:

The job description as shown on the following pages is not intended to list every function of the position, does not constitute an employment agreement, and is subject to change. In order to ensure the safety of the public and reduce the risk for loss, background screenings may be completed on applicants selected for employment. This position is subject to a screening process including but not limited to criminal history search, reference check, degree and employment verification, motor vehicle record check.

Qualified and interested applicants:

Submit a resume and letter of interest Cynthia Lane (Assistant Manager) no later than 1:00 pm November 20, 2017. Email submission is preferred to [calane@plattecanyon.org](mailto:calane@plattecanyon.org). The requested information may also be submitted by mail to the District office located at:

Platte Canyon Water & Sanitation District  
Attn: Cynthia Lane  
8739 W. Coal Mine Avenue  
Littleton, Colorado 80123

## **EXAMPLES OF DUTIES:**

1. Develop and execute annual communication strategic plan for districts as assigned.
  - Identify needs and methods for an ongoing program of communication for identified stakeholders with respect to district plans and activities.
  - Develop content for and produce quarterly newsletters for Platte Canyon and Southwest Metropolitan and other districts as requested.
  - Manage media relations including writing/distributing press releases and developing media programs for selected events or activities.
  - Develop relationships with HOA/management companies located within district boundaries. Keep contacts updated and current. Send correspondence as needed.
  - Monitor and develop updates for all websites managed by Platte Canyon. Ensure relevant information is posted in a timely fashion.
  - Manage District social media presence to include Facebook, Instagram, Twitter and others as appropriate.
2. Prepare and issue materials for Platte Canyon and Southwest Metropolitan Boards of Directors. Coordinate and create notebooks for monthly board meetings using staff developed content. Distribute information to Directors through online portals and emails.
3. Coordinate and execute reception desk activities.
4. Prepare and issue water and sewer tap permits and fire hydrant use permits including conducting research, preparing permits, receiving and recording payment, recording and maintaining computerized data base records, and preparing reports.
5. Provide administrative services for districts and staff as requested.
6. Assist district staff by coordinating and accomplishing special projects as requested.

## **QUALIFICATIONS FOR APPOINTMENT:**

### Education

Bachelor's Degree in Marketing, Communications, English, or Journalism is strongly preferred. An Associate's Degree may be accepted with additional relevant work experience.

### Experience

Demonstrated experience in marketing and/or communications including administrative tasks.

- Minimum of two years' experience for those with a Bachelor's Degree
- Minimum of four years' experience for those with an Associate's Degree

Demonstrated proficiency in office computer software products including but not limited to:

- Microsoft Office (Outlook, Word, Excel, Powerpoint)
- Adobe products (Acrobat and InDesign)

Experience working with public utilities or municipalities is preferred.

Excellent written and verbal communication skills.

### Knowledge, Skills, and Abilities

Thorough knowledge of business English (i.e. grammar, spelling, punctuation, and sentence structure). Considerable knowledge of non-algebraic mathematics. Knowledge of and ability to follow established office procedures and practices. Knowledge of office filing systems. Ability to type accurately and prepare written correspondence and reports. Ability to operate computers and standard office machines and equipment. Ability to follow instructions orally and in writing. Ability to handle multiple tasks and to prioritize and analyze written documentation. Ability to communicate effectively both orally and in writing. Ability to maintain effective working relationships with employees and the public.

### Licenses, Certificates, or Credentials

None

### Physical Examination Category

While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### Work environment:

Generally works in an office environment but may occasionally be required to perform job duties outside of the typical office setting. The noise level is usually quiet.