

CITY OF MARSHALL
Human Resources Division
401 S. Alamo Blvd.
Marshall, TX 75670

(903) 935-4426 Office
(903) 935-4429 Fax
(903) 935-4454 Job Line
www.marshalltexas.net

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

JOB TITLE: MANAGEMENT ANALYST / COMMUNICATIONS COORDINATOR

JOB NUMBER: 201916

**DEPARTMENT /
DIVISION: General Government / Administration**

**EXAMPLES
OF DUTIES:** Under the direction of the City Manager, provides professional administrative and analytical support involving various areas of local government. Research and assist in the development and implementation of programs, services, and special projects. Conduct needs analysis, feasibility studies, and program evaluations for new or existing projects and programs. Assist with Property/Liability Insurance claims process. Serve as the Communications Coordinator for the entire City, including preparing press releases, community newsletter, news-blasts, emails, and articles; maintains social media platforms, and other forms of communication with the citizens. Foster cooperative working relationships among City departments and act as a liaison with various community, public, and regulatory agencies. Perform additional duties as apparent and/or assigned.

**MINIMUM
QUALIFICATIONS
AND EXPERIENCE:** Bachelor's degree with coursework/training in Public/Business Administration, Communications, Journalism or other related field and a minimum of two years administrative experience in municipal government preferred. Master's degree in Public/Business Administration, Communications or related fields may substitute as relevant work experience. Must be able to facilitate media inquiries including on-camera and/or radio interviews; and have knowledge of marketing and advertising activities including graphic design, brochure development, and social media outlets. Must have a public service and community-oriented attitude with proven ability to communicate and work effectively with boards/commissions, staff, volunteers, and the general public.

**SALARY
INFORMATION:** \$18.48 per hour starting salary

**CONTACT
INFORMATION:** **HUMAN RESOURCES DIVISION, CITY HALL**
401 S. Alamo Blvd
Marshall, TX 75670
(903) 935-4425

**ADDITIONAL
INFORMATION:** Must demonstrate physical fitness, and pass medical, physical, psychological, and/or polygraph examination(s) and drug screening test as authorized by law. Must have a valid Texas driver's license and an acceptable driving record.

DATE POSTED: June 28, 2019

LAST DAY TO APPLY: Open until Filled

An **EQUAL OPPORTUNITY** employer
promoting an **ALCOHOL** and **DRUG-FREE** work environment.