

## **Jefferson County CARES Act Temporary Part-Time Public Affairs Specialist**

**Job Specifications:** Temporary Part-Time Specialist to assist the County Coordinator and Jefferson County Board of County Commissioners with the management and distribution of CARES Act funds and associated grants. Position is funded through December 31, 2020.

**Salary Range:     \$15.00 - \$20.00 per hour (based on experience)  
                          up to 20 hours per month**

### **Minimum Qualifications:**

- Graduation from high school or an equivalent recognized certification (college degree, or high school degree supplemented by college or vocational course work in administration, public policy, liberal arts, psychology, or communications preferred).
- Two years of experience in general office administration/customer service work, or any equivalent combination of relevant training and experience. (Experience in grant administration or other similar governmental-related work preferred).
- A valid Florida driver's license is required and previous driving record will be taken into consideration since this person will likely operate a county owned vehicle as necessary.

### **Nature of Work:**

- Read and interpret various Federal and State materials related to CARES Act Funding and communicate this information to various entities that may be able to utilize funds as outlined in the County's framework.
- Write agency press releases; work closely with staff to coordinate the dissemination of agency press releases; work with organizational groups, business communities, as well as press and other media outlets, to insure coverage of agency initiatives; writing and monitoring brochures, newsletters, booklets, press statements, et al, for dissemination as part of comprehensive information campaigns; and developing language for use in BOCC social media and other informational campaigns.
- Track correspondence, develop and implement programs for the efficient management of all official records of the BOCC, and maintain correspondence and policy files.
- Manage and maintain the expected influx of BOCC correspondence and reporting requirements related to special initiatives including the creation of written responses to inquiries by government officials, businesses, community groups, nongovernmental organizations, and the general public. Review, edit, distribute, and dispatch responses to correspondence, projects, and action memoranda to or from the BOCC.
- Maintain prompt follow-up of replies to ensure that deadlines are met. Provide appropriate and comprehensive CARES Act information necessary to respond to intergovernmental and public requests.

- Prepare responses to inquiries and correspondence regarding policy issues, program/project matters, and all other correspondence requiring signature by the BOCC or County Coordinator.
- Prepare and track fund/grant notification for public information.
- Develop and prepare various forms and other correspondence related to grants provided through CARES Act funding.

### **Knowledge, Skills, and Abilities**

- Considerable knowledge of general office practices and procedures and customer service practices and procedures.
- Knowledge of personal computers, calculators, and/or other office equipment, as appropriate to area of assignment.
- Knowledge of social media etiquette.
- Skill to learn how to make website and social media posts on behalf of a government agency
- Ability to maintain composure in stressful situations.
- Ability to perform tasks utilizing data processing methods and systems.
- Ability to express ideas effectively, both orally and in writing.
- Ability to review and edit data records and reports for accuracy and relevance.
- Ability to prepare, maintain, and submit reports.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of the BOCC's Mission, Vision and Values.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation or sexual orientation.