



10910 Clarksville Pike • Ellicott City, Maryland 21042 • 410-313-6600 • www.hcpss.org

Communications Specialist, Writer

A complete application and all application materials, including three writing samples, must be received by February 3, 2015.

DESCRIPTION

Under the direction of the Coordinator of Public Information, the Writer/Communications Specialist The prepares and edits system-level communications that maintain high standards for quality, consistency, and suitability for intended audiences. These include executive-level talking points, correspondence, press releases, news announcements, web content, articles, and other communications. The Writer/Communications Specialist is a strategic thinker with sound judgment and the ability to deliver quality communications on short deadlines.

ESSENTIAL JOB FUNCTIONS

- Write and/or edit press releases, articles, web content, presentations, marketing materials, and other communications to internal and external audiences for the school system.
- Draft and/or edit talking points, articles, strategic briefings, correspondence and other communications for school system leaders.
- Collaborate with other staff to create and distribute electronic communications including news updates, emergency alerts, and other communications to external and internal audiences.
- Assist offices and departments with the development of print and electronic communication and promotional materials.
- Edit communications with an emphasis on quality and message consistency.
- Development and implementation of confidential and sensitive correspondence from the Superintendent, including but not limited to correspondence related to collective bargaining.

This job description is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

QUALIFICATIONS

Applicants must meet all of the following qualifications listed below to be considered for the vacancy. Use the application, letter of introduction, and resume to specifically address each qualification

- Bachelor's degree in English, Journalism, or related field from an accredited college or University. Other combinations of applicable education, training, and experience that provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.
- Excellent writing skills.
- Demonstrated sound judgment in writing and identifying communications content that is appropriate to intended audience and need.
- Possess initiative, resourcefulness, and adaptability.
- Proficiency with computer technology.
- Excellent organizational and time management skills.
- Demonstrated project management experience.
- Exemplary human relations skills.

PREFERRED QUALIFICATIONS:

- Prior work experience as a writer for an educational institution, non-profit, or other organization.
- Knowledge of current issues relating to the school system and/or education industry.

SALARY

This is a 12-month position on the Administrative, Management, and Technical Salary Scale, Grade 26. The current salary range for this position is \$72,124-\$126,407. Salary will be determined by actual relevant experience and in conjunction with salary procedures of the Howard County Public School System. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION

A complete online application and all application materials, including three reference surveys, must be submitted by February 3, 2015.

Please be sure to include the following in your application materials:

- A complete listing of employment locations
- Dates of employment
- Names of direct supervisors
- Current salary

ADDITIONAL INFORMATION

There will be a pre-screening of all applicant credentials. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experiences and education that most closely match the position qualifications and the needs of the school system.

Only applicants who submit all of the requested information by the date of the vacancy will be considered for this position.

Equal Opportunity Employer