



COMMUNITY RELATIONS LIAISON

DEFINITION:

Under general direction of the Sheriff or their designee, to perform complex analytical, public relations and office management work; and to perform other duties as required.

ESSENTIAL JOB DUTIES:

With minimal supervision, this position performs a variety of responsible administrative, organizational, budgetary, and statistical work. Such duties include, but are not limited to:

Conferring with and assisting the Sheriff and the Sheriff's Executive staff in identifying funding sources for Sheriff services.

Researches, writes, monitors, and administers a variety of grants.

Prepares and presents comprehensive reports.

Works closely with federal, state, county and city personnel and departments.

Coordinates, plans, organizes, and executes special events for the Sheriff's Department as directed.

Attends and participates in meetings, conferences, and training that enhance skills.

Interacts and serves as liaison with officials of other government agencies, county departments, members of Sheriff's

administration and organizations to expedite activities involving the interests of the Sheriff's Department.

Implements and promotes community engagement programs.

Organizes, directs, and carries out the day-to-day activities of the Department's public information and

communications functions during times of non-emergency and during an emergency.

Serves as liaison between media and the Department.

Evaluates and makes recommendations regarding Department media/public information policies and procedures.

Facilitates media inquiries and/or interview requests for executive staff members.

Assists in the preparation of talking points and press briefings.

Drafts and releases new information to the media and the public within the county as well as outside this jurisdiction as necessary.

Regulates and maintains the Department's social media platforms.

Develops and maintains website/web content, archiving software, and implements media strategies for new programs.

Be available and responsive to Department staff.

Organizes, facilitates, and coordinates employee training.

Maintains and retains employees training records.

Manages employee timecards and payroll functions.

Supports the mission, vision, values, and goals of the Inyo County Sheriff's Department.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education and/or Experience

Knowledge and understanding of governmental grant administration and monitoring. Public Information/Public Relations experience and California local government experience, or a combination of training, education and experience that is equivalent. Qualifying education/experience:

Education: Equivalent to graduation from a four-year college or university with major coursework in public administration, management, or a closely related field.

Experience: Three (3) years of experience that demonstrates the ability to perform the essential functions of the classification.

Education and work experience may be substituted on a year-for-year basis.

Knowledge of:

Administrative techniques, including the principles of organization, accounting, budget, and organizational analysis.

Budgetary procedures and practices, research methods and techniques.

Methods of report preparation.

Computer software and hardware.

Principles, practices, and methods of public relations.

Emergency management.

Website maintenance and social media platforms and communications.

Local, state, and federal government funding and grant procedures.

Ability to:

Communicate clearly, concisely, and persuasively in writing and verbally.

Collect, evaluate, and interpret varied information and data, either in statistical or narrative form.

Think critically and perform comprehensive analyses.

Work independently and manage multiple priorities.

Exercise sound independent judgment within general directions and policy guidelines.

Establish and maintain project and program files and records, including financial, training and time records.

Prepare clear and concise reports and other written materials on a variety of financial, budgetary, and administrative issues; analyze complex problems, evaluate alternatives, and make sound recommendations, and do so in a manner that minimizes costs to the department, county and its citizens.

Work cooperatively with those contacted in the course of work.

Plan, organize, and coordinate employees and consultants.

Prepare and manage budgets.

Develop and administer grant applications and contracts.

Interpret, analyze, and apply pertinent federal, state, and local laws, rules and regulations, policies, and procedures.

Develop, implement, and interpret goals, objectives, policies and procedures.

Represent the County effectively in meetings with others.

Interpret budgetary and financial statements.

Use computers effectively for word processing, records management, and presentation.

Stand, sit, bend, squat, climb, kneel, twist, and lift and carry up to 50 pounds in the course of work