POSITION: Public Outreach Specialist  
(Part-time approximately 19 hours/week)

DEPARTMENT: Commission

SALARY: $15.22 - $23.53/Hour (Starting salary commensurate with qualifications)

OPEN: October 4, 2017

CLOSES: Open until filled

JOB SUMMARY: Under the general guidance and direction of the Commissioners and Commission Office Manager, creates and maintains Davis County’s community outreach efforts, including social media/online presence and assists with administrative support functions in the office.

EXAMPLES OF DUTIES (Any one position does not include all of the duties listed; nor do the listed examples include all duties which may be found in positions of this class). Creates and maintains Davis County social media pages and profiles; executes social media strategy through research and audience identification. Generates, edits, publishes, and shares content daily (original text, images, video). Builds online community through mature and responsible dialog and messaging. Screens for appropriateness and moderates user-generated content and messages, based on County’s mission and according to policies. Watches for and reports negative feedback and news communications. Manages emerging platforms creating new channels of engagement. Generates and analyzes reports to gain insight on traffic, demographics, and effectiveness. Collaborates with other departments to manage the County’s image, coordinate promotions, and increase reach. Greets visitors, answers telephones, provides information requiring knowledge of County and department policies and procedures, handles complaints appropriately, and refers concerns to appropriate persons. Collects, organizes, and prepares data for a variety of forms, reports, records, and applications, and obtains signatures as necessary. Establishes and maintains filing systems, controls records, and indexes. Schedules and makes arrangements for calendar appointments, conferences, reservations, and meetings. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS: High school graduation or equivalent, plus three (3) years of experience in social media, digital marketing, or related experience. An acceptable combination of education and experience may be considered; up to two years of related education may be substituted for experience on a year-for-year basis. Preference given for a Bachelor’s degree in marketing, communication, public relations, or a related field.

OTHER QUALIFICATIONS: Familiarity with the business applications of social media platforms (Facebook, Twitter, Instagram, YouTube, LinkedIn, etc.)

IMPORTANT INFORMATION: Davis County is a drug-free workplace. All successful applicants for positions in the County must successfully pass a drug screen prior to employment.

TO APPLY: Interested individuals are required to complete an official Davis County application on line and submit by the closing date listed above. Applications are also available in the Human Resources Office, 61 South Main Street, Farmington, Utah or at daviscountyutah.gov/oopm. An Applicant Instruction Sheet describing important information is available. Applicants are responsible for stating their qualifications in an understandable manner. Incomplete and/or vague information may disqualify an applicant from further consideration. All statements are subject to verification. Applicants requesting Veterans’ preference must attach a copy of form DD-214. If assistance is needed, call 801-451-3415. Equal Opportunity Employer.