

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 7020
Approved by P.U.B
11/22/82
Approved by C.S.B.
December 1, 1982

COMMUNICATIONS OFFICER

DEFINITION

Under general direction, of the General Manager and Chief Engineer, plans, implements, coordinates, and communicates special projects, reports, conservation and communications programs for Alameda Power & Telecom.

DISTINGUISHING FEATURES

The Communications Officer is responsible for public education, public communications and conservation projects, ensuring employees' awareness of Alameda Power & Telecom functions and policies, and fostering efficient and courteous practices and procedures in dealing with other agencies and with the public.

EXAMPLES OF DUTIES

1. Prioritizes public communication and conservation efforts according to urgency and resource availability; researches and compiles required information.
2. Maintains informational Resources and libraries.
3. Summarizes and reports on current utility industry developments.
4. Isolates and prepares information for dissemination to employees, the public and other organizations.
5. Generates responses to requests for information.
6. Prepares media news releases.
7. Encourage good utility practice.
8. Provides mechanisms for public involvement in conservation efforts.
9. Trains employees in efficient and courteous practices and procedures in dealing with the public.
10. Function as advisor regarding modern office systems.
11. Serves as an interface between management and subordinates, and between Alameda Power & Telecom and other City Departments and other organizations and agencies.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in public or business administration, or a closely related field.

Experience: Five years progressively responsible experience in public relations or administrative work preferably related to a public utility, or some equivalent combination of education and experience.

Knowledge

Knowledge of current trends, developments and conservation practices in the Power industry; pertinent Federal, State and local regulations; basic electrical theory, business management, law and finance; public relations, and media relations, advanced office equipment.

Ability

Ability to speak in public, perform advanced mathematical calculations; compose reports, news releases, and correspondence; read and interpret technical documents; prepare graphics; research and compile information, and exercise skill in interpersonal relations.

Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.