



EMPLOYMENT OPPORTUNITY

MEDIA ANALYST

\$6,695 – \$8,157/month

FULL-TIME/Exempt

*First review: **Thursday, November 4, 2021, 5:00 pm.**
Apply early. Interested parties are strongly encouraged to submit application materials as soon as possible.*



Why work for the City of Agoura Hills?

When you become part of the City of Agoura Hills family, you will work alongside a team of dedicated, skilled and highly motivated professionals, who contribute their talents and commitment in providing excellent services to our community. Here is an outstanding opportunity to join the City Manager's department in a dynamic organization dedicated to serving the Agoura Hills community.

What You'll Do

- Monitors all media information systems and communication platforms, including, but not limited to, the City's website, social media outlets, and YouTube channel for technical and/or production problems.
- Creates communication content, updates, and maintains community calendar, and the graphic programming portion of all City information outlets and resources.
- Programs and/or coordinates public service announcements, as needed.
- Maintains constant, accurate information as a member of the City's Emergency Operations Center team. Assists with broadcasting and content for the City's Emergency Alert System.
- Works directly and alongside the City's public information consultant to maintain consistent, timely, and accurate information dissemination to the community, and to implement the City's Strategic Communications Plan.
- Directs, organizes, and supervises contract videographer and audio crew for meetings and hearings, as needed.
- Serves as primary City liaison for publishing important City information, such as Acorn ads, press releases, etc.
- Prepares and creates a variety of written correspondence, press releases, detailed reports, procedures, and other written materials.
- Attends training and professional development seminars related to the work; assists and/or facilitates communication-related training for staff and City officials.
- Monitors changes in laws, regulations, and technology that may affect communication operations; implements policy and procedural changes, as required.
- Maintains on-call status during emergencies.
- Performs other duties as assigned.

What You Bring

EDUCATION:

Bachelor of Arts degree in journalism, public relations, public affairs, communications, television, or related field, and three (3) years of experience performing and/or facilitating communication and/or media operations.

KNOWLEDGE OF:

- Principles and practices of various media and social media platforms, including, but not limited to, editing systems, web page design, file transfer protocol (ftp), computer graphics, and digital photography.
- Operation of audio, video, and a variety of related equipment.
- Current principles, techniques, and objectives of public information and media relations programs, including social networking.
- Various software packages, including word processing, spreadsheet, data processing, graphics and desktop publishing applications, and programs.
- English usage, spelling, grammar, and punctuation.
- Computer operation, software programs, including graphic design programs.
- Website/software development.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational and governmental organizations.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and City staff, in person, over the telephone, or using remote video-conferencing software, such as Zoom, Microsoft Teams, etc.

SKILLS IN:

- Developing, implementing, and evaluating comprehensive social media and telecommunications programs, websites, and operations.
- Preparing and maintaining accurate and complete records.
- Preparing clear and concise reports.
- Effectively representing the department and the City in meetings with governmental agencies, community groups, and various business, professional, educational, and governmental organizations.
- Exercising good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Using English effectively to communicate in person, over the telephone, and in writing.
- Using tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

LICENSES/CERTIFICATIONS/SPECIAL REQUIREMENTS:

Possession of a valid Class C California driver's license, and a satisfactory driving record.

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in a production/office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, over the telephone, or over remote-conferencing using Zoom or other similar software. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Positions in this classification occasionally lift and carry office and production materials, cable, telecommunications and other equipment, reports and records that

typically weigh less than 50 pounds. Ability to interact with City management, other governmental officials and agencies, employees, and the public.



WORK ENVIRONMENT:

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. May work out-of-doors in all weather conditions to direct the operation of telecasts and operate equipment. May travel to sites outside of the City.

May be required to work some evening, weekend and holiday hours, and special events.

ARE YOU READY? APPLY!

Submit your application and resume online at www.agourahillscity.org or to Human Resources, City of Agoura Hills, 30001 Ladyface Court, Agoura Hills, CA 91301. Questions: email Celeste Bird at cbird@agourahillscity.org Resumes may be attached to completed applications; however, a resume will not be accepted in lieu of an official City Application. **The first review will be on Thursday, November 4, 2021 at 5:00 pm.** Qualified candidates are encouraged to apply early! Candidates with the most relevant qualifications will be invited to interview.

THE FINE PRINT:

Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification, reference check and, in compliance with the Immigration & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation including a criminal history questionnaire and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification from the recruitment process.

Candidates with a disability who may require special assistance in any phase of the application process should advise the Human Resources Department upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Agoura Hills is an Equal Opportunity Employer (EOE).