



Public Relations Specialist

City of Miami Gardens, FL. (109,700)

Posted Date: 11/19/2012

Deadline: 12/07/12, or until filled.

Starting Salary: \$39,323.69 min. to \$49,159.35 mid./DOQ

Nature of Work:

An employee in this class functions as the communications and marketing liaison between the City, private and public organizations, and community groups and is primarily responsible for researching, assembling, writing, editing, and producing informative materials concerning City operations, programs, and events through all City communication venues. Coordination with community-wide events.

General supervision is received from an administrative superior who reviews work for effective planning and execution of marketing initiatives and developing and coordinating public information.

Minimum Requirements:

Bachelor's degree in Marketing, Public Relations, Public Administration, Journalism, Communications, English or a related field. Two (2) years of professional experience in journalism, marketing or public relations is required. Professional experience should include one (1) year working in an independent capacity with limited supervision or one (1) year experience supervising subordinate staff. Additional experience may substitute for the required education on a year-for-year basis. Master's degree a plus. Must possess a valid driver's license and maintain a satisfactory driving record throughout employment.

Please send Resume & Official City Application Form to:

Human Resources Department, City of Miami Gardens

1515 NW 167th Street, Bldg. 5 - Suite 200

Miami Gardens, FL 33169

Fax: (305) 622-8265

www.miamigardens-fl.gov

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