

Class Title: Communications & Risk Management Coordinator

Pay Grade: 10

FLSA Designation: Exempt

Established: 7-2015

Updated 12/6/2021

Class Summary/Primary Function

This position manages and coordinates media relations and other communications activities for Teton County. The Communications & Risk Management Coordinator works strategically to secure positive media coverage about Teton County, develop impactful messaging and message delivery. In addition, this position directs and coordinates risk and insurance programs of the County to control risks and losses including workers compensation and property and casualty insurance. The position works closely with the County Prosecutor and the County's insurance carrier (ICRIMP) to provide guidance in matters of threatened and pending litigation be it personnel, tort, open meeting and other legal claims. The position reports to the County Commissioners and coordinates with the County Clerk, but work is performed independently based on goals and objectives established by the Commission. Considerable latitude is granted for the exercise of independent judgment and initiative in carrying out the duties and responsibilities of the job. The principal duties of the position are performed in a general office environment.

Essential Duties and Responsibilities (will vary by assignment)

- Establishes and demonstrates a climate of high quality public services that are responsive, respectful, value-based and innovative;
- Serves as the County Public Information Officer for all County needs from daily operations information to emergency response information dissemination;
- Serves as the County Risk Manager working closely with the Prosecutor, ICRMP, and human resources representative on matters of personnel, property liability and potential litigation;
- Assists Elected Officials and department heads with establishing and maintaining personnel and administrative policies and ensuring the implementation and enforcement of policies and procedures;
- Manages website content, works with IT to update and maintain up-to-date website;
- Recommends administrative actions to the Board of County Commissioners relevant to communications and risk management;
- Develops and maintains a variety of documents, including correspondence, spreadsheets and reports;

Other Duties and Responsibilities

- Performs related work as required.

Competency Requirements:

Knowledge of:

- The legal environment related to County administration, finance, insurance and human resources management including federal, state and county laws, codes and regulations;

- Operational issues and functions of a political office in a municipality;
- County government practices, budgets, procedures and departmental relationships;
- Public records management, maintenance and retention;
- Time management and calendaring;
- Operates standard and specialized office equipment such as computer, copier, electric stapler, hole-puncher,, and related equipment;
- Creates, types, and proofs memos, letters, and documents of a confidential nature;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices.
- Public relations skills and materials;
- English composition, grammar and punctuation;
- The art of diplomacy and cooperative problem solving;
- Leadership and organizational behavior management;
- Program analysis and forecasting;

Required to:

- Effectively and efficiently carry out the goals and objective of the County Commissioners;
- Organize, coordinate and facilitate numerous projects, services and programs for the effective execution and delivery of County services;
- Prioritize projects and maintain open and regular communication with all departments to ensure short and long-term needs are met within associated timelines and budget allocations;
- Serve as the County's Risk Manager;
- Serve as the County's Public Information Officer
- Maintain confidentiality of all matters at all times;
- Maintain a professional demeanor at all times;
- Articulate verbally and in writing the needs, goals and priorities of County partnerships and programs;
- Prepare, review, and maintain files, records, reports, databases, and correspondence, determining content and follow-up, if required ;
- Operate standard office equipment, a personal computer, and program applications appropriate to assigned duties;
- Establish and maintain effective working relationships with the public, supervisory personnel, attorneys, local elected officials, and other County employees under occasionally stressful conditions;
- Respond to citizen requests in a courteous and effective manner;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public.

Acceptable Experience and Training

- Bachelor's or Master's Degree in Communications or related field along with Public Information Officer and Emergency Response Training; or

- Five (5) years experience in organizational management or business, or government related experience is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of the job.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, organize and maintain accurate files, and prepare documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to lift or move objects that weigh up to 30 lbs. and to work in an office environment.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, push