

OFFICE OF THE COOK COUNTY CLERK

Human Resources

118 N. Clark Street, Room 230
Chicago, Illinois 60602
(312) 603-5656



STANDARD JOB DESCRIPTION

Deputy Clerk of Communications

Job Code: 9034

Position I.D. No.: 0090024

Job Title: Deputy Clerk of Communications

Status: Shakman Exempt

Salary Grade: 24

Division: Communications

Job Summary

The Deputy Clerk of Communications reports directly to the Chief Deputy Clerk and leads the strategic planning and execution of all communications initiatives including social media, public relations and internal communications in the Cook County Clerk's Office. The Deputy Clerk of Communications will launch campaigns, develop strategies, promote and build awareness of the Clerk's Office through relationships with media and other constituents. The Deputy Clerk of Communications reports to the Clerk and Chief Deputy Clerk. This role works directly with the Clerk and the Chief Deputy Clerk consistently to ensure that messaging is aligned with the agenda of the Administration. The Deputy Clerk of Communication may be required to provide statements to various news outlets including print and broadcast, as a surrogate for the Clerk.

This position will have access to confidential and sensitive information as a part of crisis/issue management and will participate in "Confidential" meetings, communications and "Policymaking" related items, the position shall be selected by the Clerk of Cook County, or her or his designee.

Essential Job Duties

- Develop and lead the Clerk's Office overall communications strategy, inclusive of public relations, media relations, crisis communications, internal communications and social media/community functions.
- Develop and advance the strategy and voice for Clerk and executive communications, including speaking engagements, media interviews, media preparation and internal communication.
- Develop and implement an integrated strategic communications plan designed to more clearly define the Clerk's Office awareness of its programs and priorities and increases visibility of its programs across relevant audiences.
- Develop and implement a public relations strategy that gains positive exposure for the Clerk's Office and its programs and initiatives in the community.
- Oversee development and management of all collateral communications materials, including annual reports, pamphlets, audio-visual presentations, etc.
- Lead a robust media relations function, with a focus on delivering exceptional results that effectively position Clerk's Office.
- Develop and maintain excellent relationships with journalists and influencers.
- Lead, develop and expand the Clerk's Office social media platform.
- Lead crisis communications efforts.
- Understand the Clerk's strategic plan and those areas that fall within the communication's scope of responsibility or are assigned by the Clerk.

Minimum Qualifications

- Bachelor's degree in Journalism, Public Relations, Communications, English or related field from an accredited college or university.
- Seven (7) years of full-time paid work experience in journalism, media or public relations.
- Five (5) years of full-time paid crisis management work.
- Five (5) years of full-time paid speech writing experience.
- Proficient in Microsoft Office Suite, PowerPoint, and various social media channels (i.e. Facebook, Twitter, Instagram, YouTube, Snapchat, etc.).

Preferred Qualifications

- Master's Degree in Journalism, Public Relations, Communications, English or a related field from an accredited college or university.
- Three (3) years of full-time paid work experience in a supervisory role.

Knowledge, Skills and Abilities

- Proven media relations experience.
- Experience developing content-based marketing campaigns including email and social media campaigns, paid media and webinars.
- Crisis management experience.
- Speech writing experience.
- Knowledgeable in speech writing and narrative development.
- Excellent verbal and written communication skills
- Exhibits superior critical thinking and analytical skills.
- Demonstrates strong written and verbal communication skills and the ability to perform compelling presentations.
- Shows the ability to effectively engage in social media activities, including video sharing and blogging to promote the Clerk's Office.
- Displays excellent leadership and management skills.
- Demonstrates exceptional interpersonal skills.
- Possess strong organizational abilities and is highly detail oriented.
- Ability to develop content-based marketing campaigns including email and social media campaigns, paid media and webinars.
- Ability to work a flexible schedule at peak times.

Physical Requirements

- Ability to stand, sit, and kneel for long periods of time.
- Use of hands and arms is necessary to reach or use various tools or objects.
- Use of standard office equipment.
- Ability to lift 30 pounds.