

# Community Relations Coordinator

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**Job Code:** U8801  
**Pay Grade:** UH  
**Pay Scale:** \$78,672.27-\$118,008.41 Annually  
**Exempt:** Yes

## OVERVIEW

Perform professional community and public relations duties coordinating the timely development, administration, and release of information regarding a wide range of programs and services to foster and improve education, media, and community relations throughout Hillsborough County.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Formulate comprehensive program plans and strategies pertaining to developing and improving media and community relations to include coordinating agency speakers for special events and programs.
- Coordinate studies to determine program priorities relative to fund utilization and resource allocation.
- Prepare recommendations involving special community matters.
- Create and plan programs that engage and support the community and employees.
- Develop and expand relationships with community leaders and media representatives.
- Support marketing initiatives and represent the organization at events.
- Conduct pertinent statistical research and program analysis within the area of community relations planning to promote a positive informative relationship between the agency and the community.
- Act as an agency liaison coordinating with others within the agency and external agencies/ departments to ensure flow of communications and services; interpret and explain applicable regulations, functions, and procedures.
- Prepare and deliver verbal, written, and visual presentations to staff, advisory councils, citizen's groups, and government officials.
- Represent the department/agency at meetings, functions, and events.
- Compile data and participate in preparing statistical analyses and reports of activities and achievements.
- May direct or administer charitable contributions and volunteer programs.
- May supervise and participate in the hiring of subordinate staff engaged in program development, administration, and evaluation.
- Perform other related duties as required.

## KNOWLEDGE, SKILLS & ABILITIES

- Considerable knowledge of functions, activities, requirements, procedures, objectives, and regulations of the specific program/functional area to which assigned.
- Considerable knowledge of the principles and practices of public relations and community program management.
- Working knowledge of social media platforms.
- Working knowledge of English grammar, punctuation, and spelling.
- Working knowledge of photographic and audiovisual equipment.
- Skill in making presentations to groups.

- Ability to collect and organize data and develop presentations.
- Ability to use considerable initiative, think independently, and exercise sound judgment.
- Ability to establish and maintain effective working relations with others within and outside one's own organization.
- Ability to communicate effectively, both orally and in writing.
- Ability to deal courteously and effectively with the public.
- Ability to plan, organize, and supervise the work of others.

## **WORKING CONDITIONS**

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- May work outdoors in a subtropical climate in potential adverse weather conditions.
- May be required to visit other job sites to perform work.
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

## **MINIMUM EDUCATION & EXPERIENCE**

- A high school diploma or possession of a GED certificate.
- Five years of experience planning, implementing, or managing media relations, community relations, or community education programs.

OR

- An associate degree from an accredited college or university.
- Four years of experience planning, implementing, or managing media relations, community relations, or community education programs.

OR

- A bachelor's degree from an accredited institution of higher education.
- Three years of experience planning, implementing, or managing media relations, community relations, or community education programs.

## **ADDITIONAL JOB REQUIREMENTS**

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco,

Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.

## **PREFERRED QUALIFICATIONS**

- Experience working in a criminal justice setting.
- Previous supervisory experience.