

LEE COUNTY POSITION ANNOUNCEMENT

POSITION: Community & Governmental Relations Manager

SALARY RANGE AND GRADE: \$43,450 - 69,086 Grade 69

DESCRIPTION OF WORK:

Will be responsible for facilitating communication between government organizations, the news media and the public. Conducts research and monitors legislation that could affect the County. Duties include conducting both internal and external communications and dissemination of accurate information through all avenues of social media. Conduct studies, reports and proposals related to issues, projects and programs initiated by the County Manager and the Lee County Board of Commissioners. Must possess a working knowledge of the concepts, techniques, and resources applied in public sector administrative planning; and working knowledge of statistical research and analysis. Be able to assemble and analyze pertinent data, and draw valid conclusions for effective policy and strategy recommendations. Ability to communicate effectively in oral and written form. Ability to establish and maintain effective working relationships with County staff, other agency officials, and the public.

The work is performed under the general direction of the County Manager and/or Assistant County Manager.

MINIMUM EDUCATION AND EXPERIENCE:

Bachelor degree in public administration, or related field and considerable experience in increasingly responsible local government management, or, a master's degree in public administration or related field or an equivalent combination of education and experience. Strong computer and social media skills are a prerequisite for this position. Must possess a valid NC Driver's License and a clean driving record.

APPLICATION PROCESS:

Submit completed Lee County application with resume and cover letter to Joyce McGehee, Human Resources Director at 408 Summit Drive /PO Box 1968, Sanford, NC 27331. Position is open until filled. First review of applicants will be August 7, 2017.

Pre-employment drug screening is required. For additional information, visit our website: www.leecountync.gov

EQUAL OPPORTUNITY EMPLOYER

