

Deputy Director for Community Relations

Responsible for coordinating County communication with governmental bodies and community organizations.

Duties and Responsibilities:

- Ability to represent the County with constituents in consultation with the County Commissioners and Communications Director.
- Communicating strategies, establishing policy guidelines, and effectively communicating County programs.
- Identifying resources that maximize internal and external communications.
- Promoting public involvement with established goals.
- Preparing materials, researching, and assigning priorities.
- Managing staff members.

Requirements:

- Bachelor's Degree in Communications, Business Administration, Advertising, Public Relations, Marketing, or a related field. Significant experience may be substituted for a degree.
- Ability to motivate teams.
- Strong written and verbal communication skills are essential.
- Proficient in Microsoft Office.

Interested candidates submit a resume and cover letter by Friday February 3, 2012, to:

**Lackawanna County Chief of Staff
200 Adams Avenue, 6th Floor
Scranton, PA 18503**

elkinsm@lackawannacounty.org