



TRAVIS CENTRAL APPRAISAL DISTRICT
Human Resources Division

JOB OPPORTUNITY

Date: September 2019

Closing Date: 09/13/2019 or until filled

Job Order No: 2019120101

Division: Administration

Job Title: Communication Specialist

Salary: Dependent on Qualifications

Essential Job Functions:

The Communication Specialist will support the Chief Appraiser in external communication and internal communication as assigned. Conducts research and statistical analysis. Responsible for developing communication strategies and measuring effectiveness or initiatives. Designs and writes communications of all types including brochures, direct mailings, booklets, scripts and social media posts.

Qualification requirements:

The ideal candidate will possess a BSc/BA degree in public relations, journalism, communications, English or a related discipline from an accredited university. A combination of related college course work and experience may be considered in lieu of a degree.

Must have:

- Excellent written and verbal communication skills
- Proficiency in the use of photo and video-editing software
- Proficiency in MS Office particularly Excel
- Experience in copy writing and editing
- Proven experience as a communication specialist or similar position
- Experience in project management and execution of PR campaigns and/or initiatives
- A stable work history
- Familiarity with social media platforms (Twitter, Facebook etc.)
- A creative, practical approach to problem solving
- Ability to speak publicly
- Ability to recognize confidential information and protect it
- Ability to understand the Texas Property Tax Code

Essential Physical Demands: Must be able to sit or stand for extended periods of time with the ability to reach, bend, and lift up-to-thirty pounds in the office. Must use hands for data entry much of the work day. Must be able to hear and speak both in person and by phone and communicate effectively. Must be able to see and read fine print

Environment Factors: Indoor activity with constant exposure to video display computer terminal. Subject to interruptions and distractions. The position requires considerable concentration, ability to manage time effectively and work without supervision. It is subject to stress caused by a changing public environment, diversity in the organization, heavy workload, and mandatory deadlines. Moderate stress levels are constant with occasional significant stress. Requires the ability to, assess information, ask questions, make decisions, and execute assignments. Must be able to work in the office Monday through Friday 7:45 am to 4:45 pm, with additional hours as needed.

The Travis Central Appraisal District is an equal opportunity/affirmative action employer. The Travis Central Appraisal District does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, military service, AIDS or HIV status, ancestry, national or ethnic origin and any other characteristic protected by law.

*For consideration please submit a resume via Indeed at <https://www.indeed.com/job/communications-specialist-b687395475cd84b0>
Applicants selected for interview will complete an application at the time of the interview.*

