



Community Engagement Specialist

Office of the County Executive

2024 Salary Range: \$64,878-79,581

This is a provisional position pending a future civil service exam. This is a managerial position that participates in Dutchess County Government's and the County Executive Office's continuing efforts to serve and engage residents and provide information and transparency about government operations. The incumbent engages with the public on a daily basis to answer questions, provide information, resolve issues and promote county services to help residents. Work is performed under the direction of the Communications Director with latitude for the exercise of independent judgment in carrying out work assignments. This position is privy to information relating to confidential and sensitive issues. Work may be performed outside of conventional hours, under tight and changing deadlines.

TYPICAL WORK ACTIVITIES:

Responsible for Constituent Services including managing all constituent inquiries (phone, email and in-person) and working with various county departments, other government agencies and/or community organizations to resolve issues; Responsible for coordination and creation of recognitions, including drafting certificates and proclamations on behalf of the County Executive; Assists with administrative support, including drafting correspondence, phone coverage and general email inbox maintenance; Assists with event planning, including scheduling and organizing various events, including promotion and participant solicitation, venue coordination and other event logistics; Assists with the review, writing and distribution of press items on behalf of County government including press releases for public consumption; Assists with messaging about County Government events, activities and information on the County's various social media channels; Reviews marketing and communication materials such as brochures, flyers, public service announcements and other outreach materials to be utilized by County departments; Assists with the maintenance of the material on the County website, helping to ensure information is up-to-date, helpful and easy to understand; Assists in maintaining various databases and files with contact information and other reference materials; Keeps up-to-date on issues throughout Dutchess County that are of concern to the Executive Office and the public; keeps abreast of current or emerging public issues that may be impacting residents or have an impact on the policies or operations of the County Government. Interacts on a regular basis with county employees, the public, and may represent the County Executive's Office at events.

MINIMUM QUALIFICATIONS:

Bachelor's degree in public relations/marketing, public administration, hospitality, social services, communications, journalism or a closely related field and one year of public relations or public administrative experience.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENTS:

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

FINGERPRINTING: A fingerprint supported background investigation is required before an appointment is made to some positions. Pursuant to New York State Executive Law, the Division of Criminal Justice Services requires that a fee accompany each such request for a search. It is due once a job offer is made and accepted by the applicant.

Recruitment will be posted until the position is filled.

Apply online at www.dutchessny.gov/jobs,

OR

Download an application from www.dutchessny.gov/jobs,
and mail it to the Dutchess County Department of Human Resources,
22 Market Street, Poughkeepsie, NY 12601

An EEO/AA Employer

Posted: 2/7/25