

# **SHAWNEE COUNTY, KANSAS**

## **Position Description**

### **Multimedia Coordinator**

**Position Control Number:** PR1195

**FLSA Status:** N

#### **POSITION DESCRIPTION**

Under general supervision, this classified position creates and maintains Shawnee County Parks and Recreation's social media accounts and website content. Produces audio, video, and digital content. Assists with media relations. Performs other duties as assigned. This position is supervised by the Communications and Public Information Supervisor.

#### **WORK PERFORMED**

##### **55% Social Media and Website**

- Under the direction of the Communications and Public Information Supervisor, maintains the external, public-facing communication and branding in various online platforms such as YouTube, Twitter, Facebook, Instagram, Nextdoor, and other services.
- Expands social media presence by regularly posting content to official Shawnee County Parks + Recreation social media accounts.
- Produces content for all social platforms; edits all content for accuracy and voice.
- Selects or creates appropriate images for social content.
- Publishes all social content. Consistently monitors and analyzes all social media campaigns and tactics with an eye toward various division needs and objectives.
- Maintains and develops the Shawnee County Parks + Recreation website.

##### **45% Technology Coordination**

- Produces and/or assists with audio/visual set-up for meetings.
- Assures compliance with Kansas Open Meetings Act.
- Photographs and videos events, activities, and programs to generate content for social media.
- Records, edits, and produces video projects including special events and programs.
- Produces digital audio/video content and graphic designs for use with social media accounts and website usage.
- Produces and schedules graphics to run on digital signs at Gage Park, Bettis Family Sports Complex and Midwest Health Aquatic Center.
- Creates presentations and graphics for department leadership as needed.
- Serves as a backup for media relations as needed or assigned.

**Shawnee County Position Description  
Multimedia Coordinator (PR1195)**

**KNOWLEDGE, ABILITIES AND SKILLS**

**Knowledge of:**

- Kansas Statutes, County resolutions, organization and procedures, office management methods and administrative supervisory skills.
- Office management methods, equipment and practices.
- Website management.
- Social Media conventions and account maintenance

**Ability to:**

- Establish and maintain effective working relationships with employees and other County personnel.
- Establish credibility and maintain effective collaborative working relationships with employees, supervisors, County officials and other agencies as well as the general public.
- Communicate effectively, both orally and in writing, using the English language.
- Make administrative decisions and use good judgment in dispensing information to co-workers and the public.
- Understand, interpret and administer personnel Rules and Regulations.
- Follow oral and written instruction.
- Operate various office equipment.

**Skill in:**

- Excellent interpersonal and collaboration skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Proficient with Microsoft Office Suite or related software.
- Perform a variety of clerical and administrative work.

**PHYSICAL REQUIREMENTS**

**N**-Never    **O**-Occasional (1%-33%)    **F**-Frequent (34%-66%)    **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching			X		Sitting			X		Driving		X		
Pushing/Pulling		X			Bending			X		High Elevation	X			
Climbing		X			Reaching			X		Unprotected Heights	X			
Throwing	X				Lifting		X			Around Moving Machinery	X			
<b>ARMS</b>					Carrying			X		Driving Automotive Equipment		X		
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting		X			Twisting		X			Cramped Body Position	X			
Pushing/Pulling		X			Squatting		X			Sustained Positions		X		
Carrying		X			Turning		X			Noise Levels (Excessive)	X			
Throwing	X				<b>LEGS/FEET</b>					Electrical Hazards	X			

**Shawnee County Position Description  
Multimedia Coordinator (PR1195)**

<b>EYES</b>					Walking			X		Slippery Surfaces	X			
Near Vision				X	Standing			X		Work Above Ground	X			
Far Vision				X	Sitting				X	Work Below Ground	X			
Color Vision				X	Carrying			X		Irregular Surfaces	X			
<b>VOICE</b>					Climbing		X			Moving Objects	X			
Talking			X		Jumping	X				In High Volume Traffic		X		
<b>EARS</b>					Turning		X			Exposure to Marked Changes in Temperature and Humidity				
Hearing				X	Lifting		X				X			

**EQUIPMENT USED**

Personal Computer  
Printer  
Telephone  
Photocopier

Fax Machine  
Digital White Board  
Office Furniture  
Calculator

Imaging Devices & Cameras  
Digital Scanner  
Tablet Computer  
Video Cameras and Editing Software

**MINIMUM QUALIFICATIONS**

- High School Diploma or G.E.D. Certificate
- Three (3) of experience in information technology, website maintenance, or related field required.
- Valid Driver's License and eligible to operate a County-owned vehicle (HR-2013-2).
- Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

**SPECIAL REQUIREMENTS**

- Required to pass a pre-employment physical and drug screen.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

**Shawnee County Position Description**  
**Multimedia Coordinator (PR1195)**

I have read and understand the duties and requirements for this position.

---

Employee's Signature / Printed Name

---

Date

---

Administering Supervisor's Signature / Printed Name

---

Date

---

Appointing Authority's Signature / Printed Name

---

Date

Created: 05/22  
Revised: 09/22