

Minimum Qualification Specifications
for the Class:COMMUNITY RELATIONS COORDINATOREducation Requirement:

Bachelor's degree from an accredited four (4) year college or university.

Experience Requirements:

Three (3) years of professional experience in researching, analyzing, organizing, planning and coordinating program activities, such as in community relations and customer service; development of policies and procedures; marketing programs; preparing written information for dissemination to print and broadcast news media.

Substitution of Education and Experience:

1. Possession of a bachelor's degree from an accredited college or university with major work in journalism, communications or a related field subjects may be substituted for two (2) years of experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

Selective Certification:

Specialized knowledges, skills and abilities may be required to perform the duties of some positions. In such positions, applicants may be restricted to those who possess the pertinent experience and/or training required to perform the duties of the position.

Departments requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Physical and Medical Requirements:

Applicants must be physically able to perform, efficiently and effectively, the essential duties of the position which typically require the ability to read without strain printed material the size of typewritten characters, glasses permitted, and the ability to hear the conversational voice, with or without a hearing aid, or the ability to compensate satisfactorily. Disabilities in these or other areas will not automatically result in disqualification. Those applicants who demonstrate that they are capable of performing the essential functions of the position will not be disqualified under this section.

Any condition which would cause applicants to be a hazard to themselves or others is cause for disqualification.

Any disqualification under this section will be made only after a review of all pertinent information including the results of the medical examination, and requires the approval of the VP/Director of Human Resources.

Mental/Emotional Requirements:

All applicants must possess emotional and mental stability appropriate to the job duties and responsibilities and working conditions.

This is the first minimum qualification specifications for the class, COMMUNITY RELATIONS COORDINATOR.

DATE APPROVED: February 7, 2011

PAUL TSUKIYAMA
VP/Director of Human Resources