

Minimum Qualification Specifications
for the Class:COMMUNITY RELATIONS AND PROGRAM MANAGEREducation:

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

Excess work experience as described under the Specialized Experience below or any other progressively responsible administrative, professional or other analytical work experience which provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a bachelor's degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

Experience:

Specialized Experience: Four (4) years of professional experience in researching, analyzing, organizing, planning and coordinating program activities, such as in community relations, public relations, event planning and customer service; development of policies and procedures; marketing programs; preparing written information for dissemination to print and broadcast news media, one (1) year of which must have involved planning and conducting an organization's program to disseminate information to the general public regarding its activities.

*Supervisory Aptitude:

Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects; by serving as a group or team leader, previous work experience in a position that demonstrates or performs supervisory functions or in similar work in which opportunities for demonstrating supervisory capabilities exist; by completion of training courses in supervision accompanied by application of supervisory skills in work assignments; or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitution of Education and Experience:

1. Possession of an Associate's degree from an accredited college or university and two (2) years of specialized work experience may be substituted for the education requirement.
2. Possession of a bachelor's degree from an accredited college or university in journalism, communications, public relations or a related field may be substituted for up to two (2) years of experience.

If a degree is used to substitute for the education requirement, it may not be used again towards the experience requirement. If work experience is used to substitute for education, it may not be used again to meet the experience requirement. If the applicant holds more than one degree, transcripts must be provided, and a thorough review will be conducted by the human resources staff in order for more than one degree to be credited toward the minimum qualification requirements (if applicable).

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 they have the ability to perform the duties of the position for which they are being considered.

Selective Certification:

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

Regions or facilities 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.

Health & Physical Requirements:

Applicants must meet the health and physical requirements deemed necessary to effectively and safely perform the essential functions of the position with or without reasonable accommodation.

This is an amendment to the minimum specifications for the class, COMMUNITY RELATIONS AND PROGRAM MANAGER to update the Education, Experience, Substitutions Allowed, Selective Certification Requirement, Health & Physical Requirement; add supervisory aptitude; and delete Mental/Emotional Requirement, effective December 04, 2025.

This is the first minimum qualification specifications for the class, COMMUNITY RELATIONS AND PROGRAM MANAGER effective June 6, 2006.

APPROVED: 12/04/2025

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