



CITY OF SEATTLE

Community Engagement and Communications Specialist

SALARY:	\$79,469.28 - \$119,203.92 Annually
LOCATION:	Seattle Municipal Tower, 700 5th Ave., Seattle, Washington
JOB TYPE:	Civil Service Exempt, Regular, Full-time
SHIFT:	Day
DEPARTMENT:	Inspector General for Public Safety
BARGAINING UNIT:	Not represented
CLOSING DATE	02/12/19 04:00 PM Pacific Time

POSITION DESCRIPTION:

This position offers an exciting opportunity to be on the leading edge of police reform. The Office of Inspector General for Public Safety (OIG) was established by Ordinance 125315 as part of the City of Seattle's police accountability reform effort. OIG's charge, as established by ordinance, is "to help ensure the fairness and integrity of the police system as a whole in its delivery of law enforcement services by providing civilian auditing of the management, practices, and policies of SPD and OPA and oversee ongoing fidelity to organizational reforms implemented pursuant to the goals of the 2012 federal Consent Decree in United States of America v. City of Seattle, 12 Civ. 1282 (JLR)." The goal of OIG is to ensure constitutional, accountable, effective, and respectful policing that reflects the values of Seattle's diverse communities and engenders community trust. The first Inspector General was confirmed by the Council on April 30, 2018.

This position provides expertise and advice related to the community engagement and communications needs of the office. To fulfill its responsibilities, OIG must have a clear communications strategy and effectively interact with community in a manner that helps OIG fulfill its purpose and goals. This position is expected to have knowledge and connections to support community relationships as well as technical communications expertise for conveying OIG work to the public. The position will advise OIG about effective courses of action in a complex, highly scrutinized environment.

Pursuant to Ordinance 125315, an applicant must not have been employed by the Seattle Police Department as a sworn officer and must pass a background check.

This position is currently under review for the classification title of Strategic Advisor 1, Exempt.

JOB RESPONSIBILITIES:

The position may perform the following duties:

- Assisting with development and implementation of the OIG community outreach and engagement program, including community outreach and events; media relations; and inter-organizational relationship building;
- Fostering relationships, tapping community expertise, and gathering community input to identify issues of concern to Seattle's diverse communities and to ensure that OIG work reflects the values of the City's diverse communities;

- Developing effective working relationships with external communication agencies, including news/media organizations;
- Researching and developing a broad array of communication products, such as web content, social media graphics and posts, talking points, and other communication materials to inform the public;
- Serving as the OIG public information officer; and
- Other relevant activities as assigned.

Job expectations also include the following:

- A demonstrated commitment to the City of Seattle Race and Social Justice Initiative;
- The ability to clearly and concisely communicate the work of OIG to both internal and external audiences;
- Willingness and ability to participate in cross-functional, cross-departmental, or cross-jurisdictional teams related to the position; and
- The ability to use discretion and care in the handling of confidential and sensitive information.

QUALIFICATIONS:

Minimum Qualifications:

- A Bachelor's degree from an accredited college or university and three years of relevant work experience in communications, community services, public policy, law enforcement, or a closely related field [A Master's degree in a related field may be substituted for one year of the required experience. **Two years of experience in a related field may be substituted for a Bachelor's degree**];
- Excellent written and verbal communication skills, including online communications and public speaking; and
- Work experience with communications or community engagement.

Desired Qualifications:

- Understanding of the diverse communities in Seattle, including familiarity with community organizations that have a direct or indirect interest in policing;
- An appreciation of the city's ethnic and socio-economic diversity, and proven experience working with and valuing the perspectives of diverse groups and individuals;
- The ability to form rapport and sustain lasting and meaningful community relationships;
- Ability to communicate effectively and professionally with community and government staff on sensitive or controversial issues;
- Familiarity with law enforcement operations, policies, and regulations, and how law enforcement is perceived in communities and neighborhoods;
- Solid understanding of government infrastructure and political dynamics;
- Ability to exercise sound judgment, independence, fairness, and objectivity in an environment where controversy is common.
- Ability to maintain a high standard of integrity and professionalism in the office;
- Team player who can also work independently and offer thoughtful input to the team on systemic reform issues;
- Highly organized;
- Ready and willing to work attitude.

ADDITIONAL INFORMATION:

To be considered, please submit an online application at <https://www.governmentjobs.com/careers/seattle> by **4:00 p.m. Pacific Time on Tuesday, February 12, 2019**. Qualified candidates must attach to the online application a letter of interest, resume, and a writing sample reflecting your own work product and writing abilities.

Job offers are contingent upon the verification of credentials and other information required by the employment process including the successful completion of a background check.

If you have any questions, please contact Jane Park at Jane.ParkLEG@seattle.gov.

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, WA 98104



Careers@seattle.gov

Who May Apply: This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.
