



2000 Forest Ridge Drive, Bedford Texas 76021
www.bedfordtx.gov (817) 952-2100

Open: May 29, 2013
Close: Until Closed

JOB POSTING
Communications Coordinator
M-F 8-5 With Some Nights & Special Events
Full Time
Monthly Salary: \$3,252.91

JOB SUMMARY:

Provides the public, city staff, city council and community with information under general supervision of the Managing Director of Community Services. Updates and maintains information files and records; provides the primary design, maintenance and update of the City of Bedford web site. Provides graphical support to other city staff with regard to Communications information.

MINIMUM QUALIFICATIONS:

- Bachelor's degree (B.A.) is preferred; or two to four years related experience and/or training; or equivalent combination of education and experience.
- Knowledge of computer programs including Microsoft Office (i.e.: Microsoft Word, Excel, Access and PowerPoint, publishing programs and web development tools)
- Ability to read, analyze, and interpret complex documents and re-write them in a "user friendly" format
- Valid Texas Driver's License

SKILLS AND EXPERIENCE:

- Must have key boarding skills of 40 wpm
- Advanced graphic design skills including knowledge of such programs as Adobe photoshop, Quark, Adobe Dreamweaver, and Indesign is required
- Advanced written and verbal communications
- Advanced social skills to effectively deal with employees and the public

TO APPLY:

Applications available online on City of Bedford web site (www.bedfordtx.gov) or at City Hall, 2000 Forest Ridge Drive, Building B, Bedford, TX 76021.

The City of Bedford is an Equal Opportunity/ Affirmative Action Employer