Job Description

Position:	**Communications Manager**	**FLSA Status:**	**Exempt**
Department:	**Communication Department**	**FTE:**	**Full-Time**
Reports to:	**Director of Communication**	**Revised:**	**June 2024**

DEFINITION:
Under general direction from the Director of Communication, this position is responsible for planning, managing, and implementing internal and external communications programs and public education; oversees the project management of large-scale projects, presents ReGen Monterey initiatives and information in public settings, coordinating the work of the department and supervising assigned staff.

ESSENTIAL FUNCTIONS:
The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.

- Plans, develops, manages, and implements internal and external communication plans or campaigns, as well as public education and outreach.
- Oversee the project management of large-scale projects (e.g. site signage, website update, etc.).
- Attend community meetings and present ReGen Monterey initiatives or information directly related to communication and public education.
- Research and explore grant opportunities within the industry and manage the grant processes.
- Conducts legislative research and presents analysis of proposed legislation to the Director of Communication, General Manager and Board of Directors; participates and acts as ReGen liaison in dealings with other industry and governmental agencies, professional organizations, and advocates.
- Within assigned areas of responsibility, serve as ReGen Monterey's representative to professional, industry and community groups and customers, and to other agencies, organizations and individuals.
- Develops, implements and manages the ReGen's vendor program under the direction of the Director of Communication.
- Plans, develops, and manages the reporting functions of the Communications Department.
- Plans and evaluates performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development. Collaborates with the Directors of Communication and Human Resources to take disciplinary action to address performance deficiencies, in accordance with ReGen Monterey's personnel rules, policies and labor contract provisions where applicable.
- The position requires excellent time management, multitasking and excellent written and oral communication skills in both English and Spanish.
- All ReGen positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other ReGen employees, and adhere to assigned work schedule and meet ReGen Monterey's attendance standards.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES:
This position provides direct supervision to department staff.

MINIMUM QUALIFICATIONS AND RESPONSIBILITIES:

Knowledge of:

- Business and management principles involved in strategic planning, resource allocation, leadership techniques and coordination of people and resources.
- Principles and practices of sales and marketing, public relations and communications principles and methods.
- Recycling programs, community education and outreach.
- Media production, communication and dissemination techniques and methods.
- Experience with grants processes and management.

Ability to:

- Lead or take substantive part in management discussions with staff and/or outside agencies in the development of programs, procedures, or policy.
- Apply public relations and marketing principles to promote ReGen Monterey's goals and objectives.
- Communicate effectively in writing and during public presentations.
- Direct/complete a variety of reports and projects.
- Effectively represent ReGen policies, programs, and services with employees, contractors, representatives of other agencies, and the public.
- Microsoft Office Suite including: Word, Excel, Outlook, PowerPoint, Teams.
- Modern office procedures, methods and equipment including filing and record keeping.
- Proper use of the English language, including grammar, spelling, and punctuation.
- Familiarity with basic finance and accounting principles and practices.

TRAINING, EDUCATION AND EXPERIENCE:

A bachelor's degree in public or business administration, communications, or a related field, is highly desirable. California Drivers' License, Class C required.

PHYSICAL AND SENSORY REQUIREMENTS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Employees are required to sit for extended periods of time; regularly stand and walk, occasionally stoop, bend to pick up objects, reach with hands and arms, lift and move objects weighing up to 25 pounds without assistance and life and move heavier objects with assistance; normal manual dexterity and eye-hand coordination to operate standard office equipment; talk or hear in person, in meetings and by telephone; specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

Employees are regularly required to use written and oral communication skills; read and interpret complex data, information, and documents; analyze and solve complex policy and operational problems; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines, respectfully interact with people at all levels and all walks of life.

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Work Environment

Most work is performed in an office environment. Work may be performed in both indoor and outdoor environments; occasionally will be exposed to varying temperatures; regular exposure to exposure to dirt, dust, fumes, noise, garbage, foul odors; potential exposure to hazardous materials and chemicals, often works during non-office hours; constant contact with staff and the public.

ACKNOWLEDGEMENT

I verify that I have received a copy of the job description and I understand the requirements of this position.

Employee Name (Print) **Date**

Employee Signature