



# City of Brisbane

Is accepting applications for the position of

## Communications Coordinator

The City of Brisbane is currently recruiting for a **Communications Coordinator**. Under general direction, performs and administers the City's digital communications activities, including website content management, social media publishing, digital asset management, photography, and video content support; ensures public-facing communications are accurate, timely, and accessible to meet current standards. This position works both independently and in close coordination with the City Manager's designee, who directs City communications, and is responsible for implementing assigned communications priorities, supporting citywide messaging, and carrying out day-to-day communications functions.

### **POSITION:**

This classification is distinguished from all other classes by its responsibility in carrying out day-to-day digital communications functions and supporting the City's public information program. The incumbent exercises independent judgment in content development, organization, and publishing, and is expected to perform a significant portion of work independently.

This position is responsible for executing communications initiatives and supporting the implementation of citywide communication strategies as directed by the City Manager's designee. This classification does not exercise direct supervision but may provide technical guidance to staff.

### ***Examples of Duties (Illustrative Only):***

- Implements communications priorities and projects as directed by the City Manager's designee, ensuring timely and consistent delivery of public information.
- Updates and maintains content on the City's website; ensures information is accurate, current, and consistent with established standards and accessibility requirements.
- Reviews, edits, and publishes content submitted by departments; ensures alignment with City policies, branding, and communication practices.
- Publishes and monitors content on official City social media accounts; supports consistent posting and timely dissemination of public information.
- Designs and produces clear, engaging, and accessible graphics and visual materials to effectively communicate City news, programs, and initiatives to a broad and diverse community across digital and print platforms.
- Develops and executes editorial calendar for City-administered pages, social media pages, and digital signboards.
- Maintains and organizes a centralized digital photo and media library, including file naming, tagging, archiving, and retrieval.
- Applies digital accessibility best practices, including alt text, captioning, and document formatting, in alignment with current standards (WCAG 2.1 AA).
- Reviews and edits captions and transcripts for recorded video content to ensure accuracy and accessibility.
- Coordinates with City departments to gather, verify, and prepare content for publication, while independently managing assigned projects and deadlines
- Provides on-site support at City events, including photography and basic media coverage.

- Tracks and reports basic website and social media metrics; uses data to develop and optimize marketing communications strategies.
- Captures and edits photographs of City programs, events, and facilities for use in digital and print communications; maintains archives.
- Assists with layout and design of digital and print materials, including newsletters, flyers, and reports, in collaboration with the City Manager's designee.
- Livestreams shorter city events.
- Performs related duties as assigned.

### **QUALIFICATIONS:**

*Any combination of education, experience, and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Education:** Equivalent to an associate or bachelor's degree in communications, public relations, journalism, web design, or a closely related field; and

**Experience:** One (1) to three (3) years of experience in website content management, social media, or digital communications.

**Licenses:** Possession of a valid class C California driver's license and a satisfactory driving record.

### ***Knowledge of:***

- Website content management systems (CMS) and digital publishing workflows.
- Basic graphic design principles, including layout, typography, and visual communication.
- Structure and content of the English language, including spelling, punctuation, grammar, and rules of composition.
- Basic photography principles and image editing software.
- Social media platforms and best practices.
- Video platforms and captioning processes.
- Digital accessibility standards and best practices, including WCAG 2.1 AA.
- Recordkeeping and digital file management practices.
- Techniques for dealing effectively with the public and City staff, in person and over the telephone.

### ***Skill to:***

- Operate a variety of office equipment, including computers and mobile equipment.
- Perform Word processing and database management with speed and accuracy.
- Work effectively and efficiently in a fast-paced environment, with time-sensitive situations, and meet deadlines.

### ***Ability to:***

- Work independently while coordinating with management on priorities and messaging.
- Develop visual content that enhances public understanding, accessibility, and community engagement.
- Maintain attention to detail, particularly in reviewing public information.
- Organize and maintain digital files and media assets.
- Communicate effectively, orally and in writing.
- Prepare and edit clear, concise, and accurate public-facing content.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Work collaboratively with staff across departments.
- Learn and apply City policies, procedures, and accessibility requirements.
- Exercise sound judgment in content publishing and handling of public information.

- Keep supervisor informed of all major issues and recommend changes as appropriate.

***Special Requirements:*** In addition to the regular work schedule, this position may be required to work evenings and weekends for meetings, support events, and respond to emergencies, including communications response and media monitoring.

***Physical Demands:*** Must possess the mobility to work in a standard office setting and use standard office equipment, including a computer, and to travel to different sites or locations and move up to 20 pounds; vision to read printed materials and computer screen; and hearing and speech to communicate in person and over the telephone.

**SALARY:**

**\$7,141.06 – \$7,496.45 – \$7,872.29 – \$8,266.04 – \$8,677.68 per month.**

Appointments are generally made at the first step in this range. This is a full-time, 40 hours per week position.

**BENEFITS:**

This position is eligible for benefits under the General Employees Association memorandum of understanding. Health benefits are offered through the CalPERS Health Program. The City contributes to a flexible compensation plan towards the cost of health plans offered, up to family coverage. City provides paid vision through VSP, dental through a self-insured reimbursement program, long-term disability, and life insurance coverage through Voya Financial, and an Employee Assistance Program through Concern. Retirement benefits are provided through CalPERS, 2%@60 for “Classic” members, 2%@62 for “New” members. The City will contribute 1.5% to a Deferred Compensation 457b plan with additional matching available. Flexible spending accounts (Health & Dependent Care) and commuter spending accounts are also available. Free commuter shuttle to and from BART & Caltrain.

**APPLICATION DEADLINE:**

Interested candidates must submit a completed online application at [www.calopps.org](http://www.calopps.org). **Applications and supplemental documents must be received by *TUESDAY, MAY 26, 2026, at 11:59 PM.***

**SELECTION PROCESS:**

Applications will be screened, and a limited number of the most highly qualified candidates will be invited to the oral panel. An eligibility list will be established from those who pass the oral panel interview process. A limited number of eligible candidates from the list will be invited for a Department Head/Manager interview, who will make the final recommendation. Eligibility lists are good for one year, unless abolished sooner. After a mutual interest has been established, the final candidate must pass a fingerprint check submitted to the Department of Justice (DOJ), a pre-employment process, including a pre-employment physical and drug screening (when applicable), a driving record review, and a reference check.

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*The City of Brisbane is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin in its employment actions, decisions, policies, and practices. The duties described in this job announcement are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job announcement does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*