

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Marketing Assistant	<u>CLASS NUMBER:</u> 50105.1	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Animal Care & Control	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-bargaining	<u>PAY GRADE:</u> N10	<u>POSITION CONTROL #:</u> 070036
<u>POSITION LOCATION:</u> 4340 Tamarack Blvd., Columbus, Ohio 43224	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Community Relations Manager (070031)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Marketing Assistant classification is to support the marketing department by performing technological functions and assisting with all public communications and awareness.

JOB DUTIES:

Responsible for updates to the shelter’s website with current information. Prepare kennel signage. Manage bookings and website upkeep, if applicable. Monitor social media accounts and respond to public inquiries, when needed. Assist in tracking of social media trends. Supports other department requests from supervisor(s). Assist in dog photographs and all media filming. Maintain picture files electronically. Responds to public donation requests. Assist and coordinate all public relations activities and events to include external events where managing dogs and volunteers is required. Subject to tv, radio, and print publicity where your interview and/or image may be used. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; office practices; agency policy and procedures. Skill in editing; equipment operation and film editing software. Ability to deal with problems involving several variables in familiar context; comprehend and record figures accurately; maintain accurate records; gather, collate and classify information about data, people or dogs; answer routine inquiries from public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

High School diploma or GED with (2) years of experience in marketing, publics relations, communications, or related field; or any equivalent combination of training and experience in the workplace.

Additional Requirements

No special license or certification is required

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties. Work setting can be noisy and smell unpleasant at times. Exposure to bites, scratches and animal wastes. Possible exposure to zoonotic diseases.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date