



**COUNCIL COMMUNICATIONS OFFICER  
JOB FAMILY (MULTIPLE)**

**PAY GRADES: CS-64 TO CS-68 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)**

**EFFECTIVE DATE: 03/05/2025**

**JOB FAMILY SUMMARY:**

This document describes all job classifications in this job family which vary in grade level as indicated below. Find the detailed specific requirements of each classification in the job descriptions. Also included in this document are the **progression** instructions for current employees to progress from one grade to the next once they meet all requirements.

<b>Class Title</b>	<b>Pay Grade</b>	<b>Progression/ Promotion</b>	<b>Supervision Level</b>	<b>Minimum Education</b>	<b>Page #</b>
<b>Council Communications Officer I</b>	CS-64	N/A	Under General Supervision	120 hours from an accredited college or university	2
<b>Council Communications Officer II</b>	CS-68	Progression	Under General Supervision	120 hours from an accredited college or university	5

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**PURPOSE OF THE CLASSIFICATION:** Positions in this broad class produce and broadcast live, recorded and feature programming for the City Council’s government access television and online channels including assisting in the creation of print, web, social media, photo, graphic design and other media content to support the communication needs of the City Council; and performs other related assigned duties.

**WORKING ENVIRONMENT:**

For CS-64 and CS-68 positions: Working environment is primarily indoors in an office or control room setting; requires some travel to various locations; and requires some evening and irregular work hours.

**PHYSICAL REQUIREMENTS:**

For CS-64 and CS-68 positions: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, telephone, computer mouse and video camera; occasional lifting, carrying, pushing and pulling up to 20 pounds; may be subject to sitting for extended periods of time, standing, walking, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.



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**CS-64 | COUNCIL COMMUNICATIONS OFFICER I CLASS CODE: 3501**

## **ESSENTIAL TASKS:**

- Produces all aspects of original and live programming for the City Council's government access television and online channels from inception to broadcast. This includes, but is not limited to public service announcements, news conferences, special feature programs, Council regular and committee meetings, and select City authority, board and commission meetings, in coordination with the Senior Council Communications Officer and in accord with Council standards, policies, branding and strategic planning
- Troubleshoots critical systems daily, regularly researching and recommending upgrades and improvements to broadcast systems
- Coordinates with public information officers, City staff and other entities to produce government access programming and other media content
- Ensures compliance with local and national government access channel standards
- Identifies, acquires, modifies, copies and disseminates existing broadcast material
- Assists in preparing digital and print communication materials such as news releases, informational guides, infographics, presentations, and other official statements and messaging
- Assists in creating content for the Council website and social media accounts, including producing news stories and other messaging
- Trains other personnel, interns and volunteers to support video and production activities as directed and acts as a backup to other City Council communications staff
- Must report to work on a regular and timely basis while being able to adjust to a variety of broadcast schedules

**Training and Experience:** Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Completion of one hundred twenty (120) hours from an accredited college or university in video or multimedia production, communications, broadcast journalism, creative arts, or a related field; **and,**
- (b) Two (2) years of experience in broadcasting, journalism, communications, multimedia production, or a closely related field

## **Knowledge of:**

- Considerable knowledge of multimedia production and broadcast methods and techniques
- Video production equipment
- Platforms for content publishing online
- Appropriate communication procedures and best practices, including social media



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**Ability to:**

- Troubleshoot problems with live production equipment and software
- Communicate effectively both verbally and in writing to a diverse audience
- Understand and influence the behavior of others within the organization, with customers or the public, in order to achieve objectives and cause action or understanding

**Skill in:**

- Considerable creative skill and attention to detail is essential to produce high quality content from inception to broadcast to be shared with the public

**Licenses and Certificates:**

1. Possession of a valid Oklahoma Class "D" Driver license



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**CS-64 | COUNCIL COMMUNICATIONS OFFICER I**

**CLASS CODE: 3501**

**To Progress to a Council Communications Officer II CS-68**

<b>Progression</b>	<b>3 years</b>	Three (3) years of experience in broadcasting, journalism, communications, multimedia production, or a closely related field; <b>and,</b>		
	<b>12 months</b>	Completion of twelve (12) months as a Council Communications Officer I; <b>and,</b>		
		<b>External Training</b>	Complete Two (2) External Seminars In Any of The Following Areas Below.  Seminars must be a minimum of eight (8) hours each.	
			#1	Social Media
			#2	Public Relations
			#3	Video Production
			#4	Graphic Design
			#5	Marketing
#6	Emergency Communications			
#7	Or equivalent as approved by the Council Administrator			



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**CS-68 | COUNCIL COMMUNICATIONS OFFICER II CLASS CODE: 3606**

**ESSENTIAL TASKS:**

- Produces all aspects of original and live programming for the City Council's government access television and online channels from inception to broadcast. This includes, but is not limited to public service announcements, news conferences, special feature programs, Council regular and committee meetings, and select City authority, board and commission meetings, in coordination with the Senior Council Communications Officer and in accord with Council standards, policies, branding and strategic planning.
- Troubleshoots critical systems daily, regularly researching and recommending upgrades and improvements to broadcast systems
- Coordinates with public information officers, City staff and other entities to produce government access programming and other media content
- Ensures compliance with local and national government access channel standards
- Identifies, acquires, modifies, copies and disseminates existing broadcast material
- Prepares advanced digital and print communication materials, such as news releases, informational guides, infographics, presentations, and other official statements and messaging
- Creates complex content for the Council website and social media accounts, including producing news stories and other messaging
- Trains other personnel, interns and volunteers to support video and production activities as directed and acts as a backup to other City Council communications staff
- Advises the Council staff on trends, issues, management, and communications strategies related to websites and social media
- Develops analyses and reports to effectively monitor performance and opportunities for the Council website and social media channels
- Leads the implementation of some communications projects and informational campaigns such as those relating to Council task forces, working groups, priorities, initiatives, and plans
- Must report to work on a regular and timely basis while being able to adjust to a variety of broadcast schedules

**Training and Experience:** Must meet the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

- (a) Completion of one hundred twenty (120) hours from an accredited college or university in video or multimedia production, communications, broadcast journalism, creative arts, or a related field; **and,**



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- (b) Three (3) years of experience in broadcasting, journalism, communications, multimedia production, or a closely related field; **including,**
- (c) One (1) year of experience as a Council Communications Officer I

**Knowledge of:**

- Considerable knowledge of multimedia production and broadcast methods and techniques
- Video production equipment
- Platforms for content publishing online
- Appropriate communication procedures and best practices, including social media

**Ability to:**

- Troubleshoot problems with live production equipment and software
- Communicate effectively both verbally and in writing to a diverse audience
- Understand and influence the behavior of others within the organization, with customers or the public, in order to achieve objectives and cause action or understanding.
- Develop public relations programs and activities
- Manage multiple complex projects in a fast-paced, deadline-driven environment and adapt quickly to changes
- Gather knowledge and information regarding data analysis and problem-solving

**Skill in:**

- Considerable creative skill and attention to detail is essential to produce high quality content from inception to broadcast to be shared with the public

**Licenses and Certificates:**

1. Possession of a valid Oklahoma Class "D" Driver license