

*Tabled -*

**RESOLUTION #18-0904-07**

**Authorizing Hiring one Part-time Communications Intern**

**WHEREAS**, it is necessary to establish and maintain effective and efficient communications with Township residents, businesses and neighboring entities.

**NOW, THEREFORE BE IT RESOLVED, BY THE LIBERTY TOWNSHIP BOARD OF TRUSTEES, DELAWARE COUNTY, OHIO**, to approve the attached Communications Intern position description and to further authorize the posting and hiring of a Communications Intern at the starting rate of \$10.00 per hour,

Motion made by *Leneghan* and seconded by *Eichhorn*

**Vote:** \_\_\_\_\_ Mrs. Eichhorn \_\_\_\_\_ Mr. Gemperline \_\_\_\_\_ Mrs. Leneghan

This Resolution shall be in force and become effective immediately upon its execution.

*9-4-18*  
Date

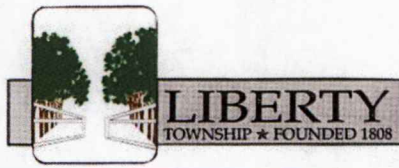
\_\_\_\_\_  
Melanie Leneghan, Trustee

CERTIFIED BY:

\_\_\_\_\_  
Mike Gemperline, Trustee

\_\_\_\_\_  
Nancy Denutte, Fiscal Officer

\_\_\_\_\_  
Shyra Eichhorn, Trustee



|                       |                                |                        |             |
|-----------------------|--------------------------------|------------------------|-------------|
| <b>Job Title:</b>     | <b>COMMUNICATIONS INTERN</b>   | <b>Effective Date:</b> | August 2018 |
| <b>Department:</b>    | Administrative                 | <b>Position Type:</b>  | Part-time   |
| <b>Work Schedule:</b> | 10 to 20 hours weekly          |                        |             |
| <b>Work Location:</b> | 10104 Brewster Lane, Suite 125 | <b>FLSA:</b>           | Exempt      |

**NATURE OF WORK**

This is an intern position working at the direction of the Township Administrator and the Board of Trustees. This position is responsible for identifying communication needs of the Township and establish an effective communication strategy. Work involves direct communication and interaction with Township staff, Trustees and the general public.

**SUPERVISION**

Work is performed under the general supervision of the Township Administrator.

**ESSENTIAL FUNCTIONS OF WORK** (May not include all duties performed.)

Develop a communications plan for the Township: research and analyze Township needs and resident needs to determine the most effective and efficient communication strategies and communication channels to inform residents of Township operations and events; identify an effective manner in which to receive information from residents and businesses; establish a method to effectively communicate with Township homeowners associations (e.g., quarterly Township newsletters, social media sites, e-mail notifications, etc.).

Assist with the maintenance of the Township web page: keep information updated, evaluate the effectiveness of the site, enhance services provided to residents through the website. Determine appropriate and necessary communications strategies to enhance the public image of the Township.

Implement a Township wide residential survey: determine what topics are important to residents, develop survey questions or items which are most effective to receive desired information, develop a completion strategy for the printing, distribution and publicizing of the survey and a process for the analysis of the results.

Assist Department Heads with public information issues (e.g., informing the public of Township events, road closures, Fire Department services, public meetings, zoning issues, etc.).

Performs other related tasks as assigned.

**MINIMUM REQUIREMENTS OF WORK**

Must be majoring in a communications and/or journalism area of study and earning college credit.

Excellent writing, editing and organization skills.

Ability to work with Township employees and members of the public.

Knowledge of workplace technology.

Ability to work independently on projects and meet deadlines.

Matt Huffman /cb  
Township Administrator

9-4-18  
Date

per BOT approval Re. 18090407