CIVIL SERVICE ANNOUNCEMENT

APPROVED C.S.C MINUTES 4/12/13 ja

ANNOUNCEMENT NO. 22

ASST MANAGER OF MARKETING – PUBLIC UTILITIES

(NON-COMP)

Public notice is hereby given by the Civil Service Commission of Cleveland, Ohio of a NON COMPETITIVE examination for the above mentioned classification.

SALARY

The prevailing salary range for this position as established by Ordinance of the Council of the City of Cleveland is \$20,800.00 to \$60,148.40 per Year.

FILING OF APPLICATION

Application must be made on the regular application form available at the Office of the Civil Service Commission, 601 Lakeside Avenue, Room 119. No other form will be accepted. APPLICATIONS WILL BE AVAILABLE FOR PICK-UP IN THE CIVIL SERVICE OFFICE TO APPLY TO TAKE THE CIVIL SERVICE EXAMINATION — APPLICATIONS WILL BE AVAILABLE FROM 8:30 A.M. ON, FRIDAY, APRIL 26, 2013 UNTIL 4:30 P.M. ON THURSDAY, MAY 2, 2013.

NOTE: APPLICATIONS WILL NOT BE ACCEPTED AFTER 4:30 P.M. ON THURSDAY, MAY 2, 2013.

THE CIVIL SERVICE COMMISSION'S POLICY IS THAT NO LATE FILING WILL BE ALLOWED.

EXAMINATION INFORMATION

TYPE: EXPERIENCE EVALUATION: Applicant's eligibility will be determined based on

Education and Experience found in Resume.

NOTE: Each applicant is required to submit a detailed resume of his/her education and

experience at the time of filing application.

NOTE: THE CIVIL SERVICE COMMISSION RESERVES THE RIGHT TO REVIEW AND EVALUATE ANY

AND ALL INFORMATION CONTAINED IN THE APPLICATION OR RESUME. LACK OF HONESTY

WILL RESULT IN IMMEDIATE REMOVAL FROM THE ELIGIBLE LIST.

DUTIES OF THE POSITION

Under supervision, assists in research, development, and implementation of marketing plans. Develops promotional materials and programs. Coordinates special events activities as directed. Participates in the development and procurement of marketing materials, including, but not limited to, promotional items, media kits and press releases. Performs routine administrative tasks. Performs other job-related duties as required. Follows all operations and safety policies and safe work practices. Attends and participates in operations and safety training classes and demonstrates competence (demonstration of competence may be determined by exam). Wears and properly utilizes safety equipment in accordance with Divisional policy at all times.

MINIMUM QUALIFICATIONS FOR ENTRANCE TO THIS EXAMINATION AS ESTABLISHED BY THE CIVIL SERVICE COMMISSION OF THE CITY OF CLEVELAND ARE AS FOLLOWS:

A High School Diploma or GED is required. A Bachelor's Degree in Marketing, Communications, Public Relations or closely related field is required. Two years of experience in marketing, communications, sales, public relations or journalism is required (may include unpaid internships and co-op experiences). (Substitution: Two years of experience may substitute for each year of college education lacking). Must have excellent spoken and written English skills. Experience with print and on-line communication techniques is required. Experience coordinating special events and projects is preferred. A valid State of Ohio Driver's License is required.

NOTE: Applications must be returned in person. All copies of diplomas, licenses, certificates, and

resumes must be presented at the time of filing. Applications may not be accepted if copies

are not submitted with application at time of filing.

NOTE: Any applicant who resigns or is dismissed from employment with the City of Cleveland will

have his/her name removed from the eligible list.

AN EQUAL OPPORTUNITY EMPLOYER