

## **PROPOSED DUTIES STATEMENT**

### **Director – Communications and Community Relations (IBO)**

As director of communications and community relations for the Independent Budget Office (IBO), serves as the agency's chief outreach officer, overseeing and directing all public communications, including but not limited to communications with all public media, design and promotion of publications, design and content of website and social media platforms, and all forms of community engagement and programming, to further the agency's mission.

Provides executive direction to all IBO staff in the area of communications and community relations, and serves on the agency's senior management team.

Works closely with the Director to develop strategies and priorities for all forms of the agency's communications with the public, to develop and design outreach initiatives and publication formats, and to promote and expand the audience for IBO work products in order to meet agency targets.

Represents the agency at press conferences, community meetings, legislative hearings, and other public meetings; initiates complex action entailing the coordination of multiple agency divisions, governmental agencies, and community groups.

Performs related duties at the request of the Director.