



**DIRECTOR OF PRESS RELATIONS
AND RESEARCH**

Department:	Communications & Outreach	Job Code:	7732
Grade:	23	Shakman Status:	Exempt
Hiring Process:	Exempt	FLSA Status:	Exempt

Job Summary

Reporting directly to the Deputy Assessor – Chief Communications Officer, the Director of Press Relations and Research represents the Assessor before the public and the press and assists in the coordination of media and in-person appearances by the Assessor. This position involves data and information analysis, preparing reports, writing press releases, drafting newsletters, and other content creation for digital platforms. This role will combine research with the Cook County Assessor’s Office (CCAO) communication strategy to educate property owners, policy makers, media, and academics about the Cook County property tax system.

The Director of Press Relations and Research participates with other senior leadership to formulate the agency’s policies and processes and manages relationships with members of the media and stakeholders. The ideal candidate will use storytelling techniques and data-driven insights to explain trends in property assessments, real estate, and housing.

Essential Job Duties

- Researches and analyzes complex data produced by the Data, Valuations, Operations and Information Technology Departments to develop impactful stories about property assessments in the forms of reports, press releases, blog posts, newsletters, and website content.
- Creates data visualizations and talking points based on reporting and research, independently or in collaboration with CCAO staff or designers.
- Assists in the development and implementation of policies regarding the marketing and communicating of CCAO's initiatives.
- Builds relationships with the public and experts through active participation in meetings, networking, and community events.
- Represents the Assessor, as directed, at community events and accompanies the Assessor at outreach and press events. May work extended hours and weekends as assigned.
- Coordinates the Assessor’s media appearances.
- Helps to ensure that activities and results are consistent with the CCAO’s mission, goals, and objectives.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

Minimum Qualifications

- Bachelor's degree in journalism, data journalism, communications, or related field.
- Three (3) years of work experience in communications, broadcasting, public relations, journalism, or related field.

Preferred Qualifications

- Master's degree in journalism, data journalism, communications, or related field.
- Two (2) years of work experience in government relations.

Knowledge, Skills, and Abilities

- Thorough knowledge of public relations and communications methods with various press and media professionals.
- Ability to analyze complex ideas, policies, and processes and communicate using clear and compelling storytelling methods.
- Skilled at writing and editing external communications, including press releases, editorial pieces, speeches, and briefings.
- Skilled in using interpersonal skills in dealing with the public and co-workers.
- Knowledge of principles and practices of digital publishing.
- Knowledge of CCAO operations, procedures, policies, practices, and guidelines, or the ability to obtain such knowledge.
- Content production experience, including writing and creating infographic or data visualization content, specifically within journalism, communications, or an academic setting.
- Experience connecting to raw and aggregate data in flat files and/or databases.
- Experience using Tableau, Microsoft PowerBI, Socrata, R, or similar data visualization software to produce data visualization and maps.
- Proficiency with Microsoft Word, PowerPoint (or equivalent application like Prezi) Teams and Excel.
- Ability to communicate effectively both orally and in writing.
- Ability to interact with the general public and property owners, providing guidance and information regarding CCAO's policies and procedures.
- Develop working knowledge of CCAO's Employment Plan, Employee Handbook, and any applicable collective bargaining agreement(s).
- Ability to meet CCAO and Departmental deadlines, production goals and effectively utilize time with limited oversight.

Physical Requirements

- Visual acuity to review and edit written communications for long periods of time.
- Walking between offices and meetings may be required.
- Repetitive use of hands to handle and or operate standard office equipment.
- Regular use of a telephone to communicate.

COOK COUNTY ASSESSOR'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER

Last modified: May 11, 2023