

## Municipality of Penn Hills

### **DIRECTOR OF COMMUNICATIONS**

The Municipality of Penn Hills Administration is seeking a full-time Director of Communications. This position will be responsible for the development, coordination, and execution of all public messaging, media relations, crisis communications community engagement strategy, digital content operations, attends public meetings, as necessary, serves as the official spokesperson/Public Information Officer, as necessary; completes and presents special projects, and other duties, as assigned by the Manager or Chief of Police. This position will report to the Manager and Chief of Police and will work in coordination with other municipal leadership, legal counsel, command staff, and regional partner agencies.

Applicants must possess a bachelor's degree (master's degree preferred) in one or more of the following: Journalism, Communications, Public Relations, Media Studies or closely related field and a minimum of eight (8) years of progressive responsibility/experience in government public information or public affairs leadership, senior media or news anchor experience in a major or mid-market television newsroom, public sector communications management, Administrative level crisis communications, agency or firm based strategic communications leadership.

Technical proficiency requirements include: FOIA or public records coordination experience, Adobe Premiere or comparable video editing platform, social media platform management including Facebook, Instagram, X, TikTok, YouTube and LinkedIn, Microsoft Office, and Google Suite proficiency.

Salary commensurate with experience and qualifications, and includes a premier benefit, retirement, and PTO package.

To apply please mail applications and resume to Municipality of Penn Hills, Attn: Administrative Office, 102 Duff Road, Penn Hills, PA 15235 or email to [administration@pennhillspa.gov](mailto:administration@pennhillspa.gov)

Applications are available at <http://pennhillspa.gov/employment>

Applications will be accepted until the close of business (4:30 P.M.) on Wednesday, April 15, 2026.

NO PHONE CALLS PLEASE.

IF SELECTED FOR AN INTERVIEW, WE WILL CONTACT YOU TO SCHEDULE.

**Penn Hills is a residential suburban community outside of Pittsburgh and is an Equal Opportunity Employer.**