

DATE: July 9, 2026

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: Alan Macaluso, Director of Information Services,
25 South Manor Avenue, Kingston, NY 12401



JOB VACANCY: Community Relations Assistant / Permanent/Provisional / Full-Time / Benefited

LOCATION: So Manor Complex

SALARY: \$26.99 / hour (Grade 11)

FILL DATE: July 30, 2026

DISTINGUISHING FEATURES OF THE CLASS: This class involves the performance of technical, creative duties involving promotion and public relations activities. The incumbent assists in the planning, layout and coordination of printing of a variety of publications and advertising displays. The class requires the incumbent to exercise technical and independent judgment in the performance of duties in the field of public relations. The duties involve the supervision of supportive clerical and professional personnel. Work is performed under general direction with wide leeway for the exercise of independent judgment; does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of publicity principles, practices, terminology and methods, and skill in the performance of such work; good knowledge of the layout and design of promotional media; good knowledge of journalism; depending on the agency assigned, ability to coordinate the production of public relations media; ability to establish and maintain relations with representatives of the press, radio and others engaged in publicity work; ability to get along well with others; ability to plan and supervise the work of others; initiative; resourcefulness; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a New York State registered or regionally accredited two (2) year college or university with an Associate's Degree in Journalism, Communication or related field; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years experience as a newspaper reporter, or in promotional or public relations activities; **OR**
- C. An equivalent combination of training and experience as described above.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice Services or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.