



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 6005

COMMUNICATIONS MANAGER
ND GAME AND FISH
GRADE M

SCOPE OF WORK:

Work activities involve promoting awareness, understanding, interest, and acceptance of the North Dakota Game and Fish Department programs and policies through strategic communications efforts.

DUTIES PERFORMED:

- Develop, direct, and supervise Game and Fish Department communications projects, including planning efforts, budget, and staff.
- In conjunction with Division Chiefs and department administration identify agency communications needs.
- Write weekly and special news releases.
- Direct, establish, and implement agency communications efforts for public events.
- Direct the planning of the North Dakota OUTDOORS, Wild Outdoor World magazines, and the North Dakota Outdoors television series.
- Write and edit articles for the department magazines.
- Edit photography of the contributors of the magazines.
- Develop and implement a marketing plan for increasing magazine circulation.
- Develop and maintain contracts with freelance writers and photographers.
- Develop and direct the strategic communications plan for the North Dakota Outdoors television series.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in communications, public relations or administration, journalism, or English and four years of directly related professional work experience. At least one year of the work experience requirement must have included working in a supervisory capacity.

Eff. Date: 05/02

Rev: 07/12 – Conversion to Hay System