



**JOB INFORMATION**

Job Code	OC42
Job Description Title	Mgr, ACES Comm & Mktg
Pay Grade	MC10
Range Minimum	\$56,940
33rd %	\$70,230
Range Midpoint	\$76,870
67th %	\$83,510
Range Maximum	\$96,800
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/25/2014

**JOB FAMILY AND FUNCTION**

Job Family:	Marketing, Communications, & Multimedia
Job Function:	Communications Strategy

**JOB SUMMARY**

Manages a defined segment of the overall ACES communications and marketing department.

**RESPONSIBILITIES**

- Manages the daily administration and operations of a specific functional area within ACES communications and marketing.
- Manages budgets for assigned functional area.
- Serves as liaison to entities both internal and external to ACES, as necessary; collaborates with others on projects and initiatives.
- Manages the implementation of communications, public relations, and/or marketing strategies.
- Provides management of projects and initiatives related to communications and marketing.
- May create or edit materials intended for the promotion of ACES educational products and the overall ACES brand.
- May provide a variety of creative, graphical, editorial, or artistic services in support of the overall ACES mission.

**SUPERVISORY RESPONSIBILITIES**

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.
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**MINIMUM QUALIFICATIONS**

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

## MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in Journalism, Communications, Marketing, or related field	And	3 years of	Experience in marketing and communications services	

Substitutions Allowed for Experience: Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of various marketing and communications theories, concepts, techniques, mediums, and strategies

## MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Desired	
None Required.				

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting			X			
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching		X				
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		

## WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

### **Vision Requirements:**

Ability to see information in print and/or electronically.