

Name: Shannon Wiggins

Salary: \$80,000

Duties:

- Manage and oversee the daily operations and responsibilities of the Office of Communications
- Responsible for disseminating information to more than 38,000 residents
- Manage the Office of Communications' annual budget
- Supervise the Communications Coordinator, EPV-22 Station Manager and Graphic Designer
- Oversee all mass media and content on the City's website, social media and EPTV-22 cable station
- Develop media strategies and marketing campaigns to increase community engagement
- Develop content for the e-newsletter "The VERGE"
- Write press releases/ media advisories
- Coordinate interviews with the media
- Event coordinator for City Council initiatives