



City of Odessa

228 S Second Street • PO Box 128 • Odessa, MO 64076
Phone: 816-230-5577 • info@cityofodessamo.com
www.cityofodessamo.com

City of Odessa Job Description

Job Title: Public Information Coordinator

Department: Administration

Reports To: City Administrator

FLSA Status: Part-Time Employee Pay

Standard: Hourly

Prepared Date: December 2025

Salary Range: \$20.23 - \$30.60

Job Summary:

The City of Odessa is seeking a part-time Public Information Coordinator to support clear, consistent, and timely communication across the organization. This role assists with day-to-day internal and external communications, helping ensure residents, businesses, and partners receive accurate and accessible information about city operations, services, and community initiatives.

Supervised by:

The Public Information Coordinator reports to and works closely with the City Administrator regularly. The City Administrator is responsible for the annual review of the Public Information Coordinator and will also authorize compensation increases, as appropriate.

Duties and Responsibilities:

- Support the creation and scheduling of content for social media platforms, website updates, and public notices.
- Assist with routine communication tasks, including newsletters, resident alerts, event messaging, public awareness campaigns, and department updates.
- Help develop simple marketing materials that highlight community services, development activity, and economic opportunities.
- Maintain consistent messaging that reflects the city's branding and communication standards.
- Provide communication support to departments as needed, including drafting briefs, summarizing updates, and preparing outreach materials.
- Assist with communication-related action items identified in the Board of Aldermen's Strategic Plan.
- Track basic engagement metrics to help evaluate outreach effectiveness.
- Perform related clerical, creative, and administrative tasks as assigned.

Work Schedule:

The "normal" work schedule for this position is 10–15 hours per week. Hours may be scheduled in shorter blocks across the week and may vary depending on communication needs, project timelines, and direction from the immediate supervisor. Occasional evening or weekend work may be required for time-sensitive communication, community events, or urgent public updates. This position is not part of the on-call rotation but may assist with after-hours messaging during significant events when directed. This position is temporary and dependent upon annual funding.

Occupational Certificates/Licenses:

Possession of a current and valid Missouri State driver's license is required to be hired and to continue employment for this position.

Education/Vocational Preparation:

Preferred experience or education in communications, public relations, marketing, journalism, or a related field. Any combination of experience, training, or education that demonstrates the knowledge, skill, and ability to do the job.

Physical Demands:

- Moving About: Constantly – Move from location to location
- Overall Strength: Light Work –
- Walking: Occasionally (up to 1/3 of the time) – Move about on foot
- Sitting: Occasionally (up to 1/3 of the time) – Remain in a seated position
- Lifting/Carrying: Occasional (up to 1/3 of the time) – Lift by manually raising or lowering an object from one level to another (including upward pulling), and/or carry (transport) an object, usually holding it in the hands or arms, or on the shoulder
- Pushing/Pulling
- Climbing / Ladder Climbing
- Balancing
- Bending/Stooping/Rotating
- Kneeling/Crouching/Crawling
- Reaching/Handling
- Talking, Hearing, Feeling, and Seeing
- Driving vehicles

Environmental Conditions:

- Location: Inside/Outside Work is predominantly inside and generally provides protection from weather conditions, but there will also be outside work, which will subject the employee to inclement conditions
- Stairs/Steps: Occasionally (up to 1/3 of the time) – Ascend or descend stairs, steps, or similar uneven surfaces to access any required work area or other area related to functioning in the workplace
- Extreme Cold / Extreme Heat / Temperature Changes
- Wet Conditions
- Noise/Vibration

Minimum Requirements:

- Valid Missouri driver's license
- Ability to communicate well in both verbal and written forms
- Ability to translate technical or operational information into clear public-facing messages
- Familiarity with social media management and simple design tools
- Organized, detail-oriented, and comfortable working within established communication guidelines.
- Ability to work well with other employees and work with little or no supervision
- Ability to work independently, meet deadlines, and manage shifting priorities in a small-city environment

Miscellaneous Requirements:

- Subject to pre-employment personal/professional background check.

- Subject to pre-employment and random drug testing.

Applicant Selection Process:

Applicants will be sought via advertisements and direct recruitment.

All applications will be reviewed on the basis of related experience and education. First interviews will be conducted with the applicants found to have the most experience directly related to the position. The successful applicant will be hired by the approval of the City Administrator and City Clerk. The position will remain open until an experienced, well-qualified, and motivated applicant is found.

The City of Odessa is an Equal Opportunity Employer (EOE).