



# Employee Experience & Marketing Specialist (Part-Time Confidential Assistant III)

Chief Executive Office

**\$23.26 - \$34.88 hourly**

Apply by August 1, 2025 or after 100 applications received.



# ABOUT THE POSITION

The Chief Executive Office – Human Relations Division is accepting applications for a part-time Employee Experience & Marketing Specialist (Confidential Assistant III). This advanced journey-level role is ideal for someone who thrives in a creative, fast-paced environment and brings initiative, strong judgment, and attention to detail to everything they do.

As part of the Programs & Standards Team within the Employee Experience unit, this position helps shape how employees connect with their workplace. From internal communications to employee engagement campaigns and organization-wide events, this role plays a meaningful part in supporting a positive and inclusive culture across the County.

The Marketing & Design Specialist will contribute to the Employee Experience by bringing event coordination, visual storytelling, and communications that inform, inspire, and recognize the people who make public service possible.



## THE IDEAL CANDIDATE

The ideal candidate is a **creative thinker, a strong visual storyteller, and someone who genuinely enjoys bringing people together** through meaningful communication and memorable experiences.

This person feels just as comfortable **speaking in front of a room full of employees** as they do **meeting one-on-one with department directors or County leaders**. They know how to adjust their approach depending on the audience and are comfortable creating professional, polished materials that reflect the values of our organization.

The ideal candidate has a **background in graphic design** and has experience creating both printed and digital design for government, non-profit or business accounts.

They thrive in a collaborative environment, love tackling creative challenges, and are always on the lookout for ways to **help employees feel recognized, informed, and appreciated**.



## THE TYPICAL TASKS

- Coordinate logistics for internal events, including room reservations, catering requests, supply orders, and setup
- Schedule and coordinate meetings with internal teams and external vendors
- Track and manage project timelines, ensuring design, communications, and event tasks are completed on time
- Assist with surveys and feedback tools related to engagement events and communication efforts
- Oversees service award program for employees reaching service award milestones
- Design branded materials for both printed and digital signage, brochures, social media, presentations, outreach, and internal events
- Draft and format documents, presentations, talking points, and scripts for events or communications
- Ensure accessibility and branding compliance across all visual and written materials
- Update internal platforms such as intranet/Connect pages with current messaging, graphics, or campaign materials
- Process purchase orders and vendor invoices related to marketing materials, event needs, and print jobs
- Organize and maintain efficient electronic and hard copy documentation and filing systems
- Monitor email inboxes used for all employee experience programs
- Manage inventory of promotional items, signage, printed materials, and branded collateral
- Communicate with County department staff of all levels professionally in all forms of communication
- Engage with customers as needed to address questions or concerns, resolve issues when possible
- Collaborate with other teams on the Programs and Standards Unit to assist in organizational projects

## MINIMUM QUALIFICATIONS

### KNOWLEDGE/SKILLS/ABILITIES

- |                                |                               |                         |
|--------------------------------|-------------------------------|-------------------------|
| • Graphic Design               | • Critical Thinking           | • Originality           |
| • Creative Software            | • Time Management             | • Fluency of Ideas      |
| • Oral & Written Communication | • Professionalism             | • Social Perceptiveness |
| • Public Speaking              | • Decision-Making             | • Coordination          |
| • Creative Thinking            | • Active Learning & Listening | • Organization          |
| • Branding                     | • Complex Problem-Solving     | • Systems Analysis      |





## EDUCATION & EXPERIENCE

### PATTERN I:

Sixty (60) units or Associate's Degree related to public relations, communications, marketing or closely related fields; AND

One (1) year experience in marketing, graphic design, employee engagement, or talent acquisition, or related functions

### PATTERN II:

Thirty (30) units in college coursework related to public relations, communications, marketing or closely related fields; AND

Two (2) years' experience in marketing, graphic design, employee engagement, or talent acquisition, or related functions

### PATTERN III:

Three (3) years of journey-level experience in marketing, graphic design, employee engagement, or talent acquisition, or related functions

Proof of education is required for verification purposes at the time of application. Applicants who are unable to submit proof must call (209) 525-6341 to make other arrangements before 5 pm on the final filing date. Failure to submit proof or make other arrangements before the final filing date deadline will result in disqualification.

## DESIRABLE QUALIFICATIONS

In addition to the minimum qualifications, applicant screening may focus on the following desirable qualifications. Please list any of these qualifications you may have within the "Duties" section of the online application.

- One (1) year experience in employee engagement or marketing
- Two (2) years' experience using graphic design platforms to create marketing or branding campaigns/materials



## **CLASSIFICATION INFORMATION**

Unless otherwise provided, this position is part of the Unclassified Service of the County and is considered "at-will" for labor relations purposes.

**APPLICATION PROCEDURES/FINAL FILING DATE: Apply by August 1, 2025 or after 100 applications received.**

**Written examinations are tentatively scheduled for the week of August 4, 2025**

Applications cannot be submitted later than 5:00 p.m. on the final filing date. Make your online application as complete as possible so a full and realistic appraisal may be made of your qualifications.

**Resumes will not be accepted in lieu of a completed application.**

Attaching your resume and cover letter are an optional feature for those who wish to do so in addition to completing the required application. Information on your resume and cover letter will not substitute for the education, work experience and required fields on the County application. The online County application is the primary tool used to evaluate your job qualifications.

## **RECRUITMENT ACCOMMODATIONS**

Arrangements may be made to accommodate disabilities and religious convictions. Applicants requiring testing accommodations are required to complete and submit the Testing Accommodations Request Form prior to the test administration date. Special arrangements for religious convictions should be included in the "Additional Information" section of the application form.

## **GENERAL QUALIFICATIONS**

- Pass County-paid pre-employment job-related background investigation.
- Perform job duties in a manner assuring a safe working environment for oneself and others.
- Maintain confidential information according to the legal standards and/or County regulations as required.
- Some positions may require the ability to obtain and maintain proof of valid California Driver's License.

## **APPLICATION AND/OR EXAMINATION APPEAL RIGHTS**

Application and/or examination results may be appealed by applicants presenting facts alleging irregularity, fraud and/or error in application screening or in exam scoring. Appeals must be in writing and submitted to the Chief Executive Officer within seven (7) days after the examination results are mailed.

## **DISCLAIMER**

Stanislaus County reserves the right to revise the examination plan described in this flyer to better meet the needs of County service. The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The information contained in the bulletin is information which sets forth a general summary of benefits for this respective position. This information is not legally binding. The benefits and other information regarding this position may be found in the Stanislaus County Code, the Stanislaus County Personnel Policies manual, or in the applicable Memorandum of Understanding(s), and such information prevails over information contained in this flyer. Questions regarding this bulletin may be directed to the Stanislaus County Chief Executive Office/ Human Resources.