



Employment Opportunity

Kittitas County, Washington

POSTED: 1/22/2020

CLOSES: Open until filled

PUBLIC INFORMATION OFFICER

The current vacancy in the Board of County Commissioners Office is a full-time, benefited, non-union, exempt position expected to begin as soon as possible. The Public Information Officer (PIO) is responsible for the creation and dissemination of public information regarding various County events, programs, activities, achievements and challenges with the intent to increase community engagement and build public trust. Anyone who meets the qualifications stated below may apply. This position is considered open until filled. Candidates should apply by 1/29/2020 for optimal consideration.

SALARY RANGE: \$6,587- \$8,864 per month.

ESSENTIAL FUNCTIONS

- Serve as key advisor to the Board of County Commissioners on the planning, development, implementation and management of communications, marketing, and public relations.
- Manage the Board's social media presence.
- Write press releases and prepare information for distribution by news media outlets.
- Draft speeches and arrange interviews for government officials.
- Produce written, oral, and video material about the County for dissemination to the public. This may include informational brochures, newsletters, public presentations, PowerPoint presentations, e-mails, etc.
- Manage published information present on the County's website in collaboration with the Information Technology Department.
- Ensure quality, accuracy and appropriateness of communication strategies and initiatives.
- Develop procedures and guidelines for issuing press releases and public information.
- Research and recommend new communication methods and enhancements.
- Respond to requests for information from media outlets.
- During emergency/disaster situations, manage the dissemination of prompt, accurate public information in coordination with other County PIO's.

This job description is a summary of the primary functions and expectations for this position. Additional department- related duties may be assigned as required.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Public Relations, Communications, English, Journalism, Marketing, or related field.
- At least three (3) years of increasingly responsible work experience in public or community relations.
- An equivalent combination of education, training, and experience may be considered.
- Must possess a valid driver's license.

Kittitas County is an Equal Opportunity Employer

Human Resources • Kittitas County Courthouse • 205 West 5th Ave Suite 107 • Ellensburg, WA 98926
(509) 962-7082 • FAX (509) 962-7083 • hr@co.kittitas.wa.us • www.co.kittitas.wa.us

- A criminal history and background check will be performed on qualified candidates. Convictions may preclude candidates from employment in certain circumstances. Factors such as relativity to the position, age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Ability to maintain confidentiality when dealing with highly sensitive matters.
- Ability to prepare comprehensive public information in a manner that the public can readily understand.
- Knowledge of methods and techniques in the design and layout of promotional, educational, and informational materials using a variety of medias.
- Proficient computer and desktop publishing skills, and the ability to quickly learn technology specific to the department and/or County.
- Ability to work effectively in a team environment, contribute openly and respectfully, listen well and work towards consensus.
- Communicate in a clear and concise manner, with tact and diplomacy, in both verbal and written format, including public presentations to a diverse community.
- Establish professional and cooperative working relationships with employees, other agencies, media sources, and the general public.
- Ability to plan, organize, and monitor activities according to priorities, established schedules, and deadlines.
- Ability to maintain composure under pressure and respond quickly to unanticipated questions/requests.

PREFERRED QUALIFICATIONS

- Previous work experience in the public sector.
- Knowledge of government functions, programs, organizational structure and services.
- Graphic design experience.
- Public speaking experience.
- Bilingual English/Spanish.

WORKING CONDITIONS

Work is generally performed in an office environment; sitting, standing, walking, and computer use are frequent and can be for extended periods of time; must be able to move from sitting to standing quickly to assist customers; must also be able to kneel, stoop, bend, twist, reach and grasp, use small ladders or stepstools, and operate standard office equipment; must have the ability to lift, pull, push and/or carry up to 25 pounds using proper lifting/carrying techniques; must have sufficient vision to read printed materials and a computer screen, and adequate hearing and speech to communicate clearly in person or over the telephone. Periodic duties may require performance in non-office settings, outdoors, and traveling to multiple County locations. Employee must be able to operate a motor vehicle in a safe manner regardless of location, weather conditions, or level of daylight. Safety rules and regulations must be adhered to at all times.

Regular attendance and punctuality are required and expected Monday – Friday from 8:00 AM to 5:00 PM; however, exempt/management positions are expected to work the number of hours required to complete the duties of the position which may include evenings and weekends.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS

Applicants must apply online using the electronic recruitment portal. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Three (3) professional references and three (3) personal references