



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: PUBLIC INFORMATION OFFICER

DEPARTMENT: COMMISSIONERS

If you have any questions about this position vacancy please call: 406-758-5505

NUMBER OF POSITIONS OPEN: 1

FULL TIME REGULAR
(YEAR ROUND POSITION)

PART TIME SEASONAL

TEMPORARY

STARTING WAGE:	<u>\$24.11</u>	<u>per hour</u>
SALARY AT:		
1 Year Step	<u>\$25.07</u>	<u>per hour</u>
2 Year Step	<u>\$26.08</u>	<u>per hour</u>
3 Year Step	<u>\$26.60</u>	<u>per hour</u>

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.
SEE ATTACHED JOB DESCRIPTION.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:
https://flathead.mt.gov/human_resources/apply/

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title:	Public Information Officer	Job Code:	01560
Department:	Commissioners' Office	Pay Grade:	Std 30
Reports to:	County Administrator	FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

Department Overview: The County Commission is the Executive as well as the Legislative branch for Flathead County. The Commission consists of three elected commissioners. The County Commission is responsible for county policies, subdivision review, passing resolutions and ordinances, zoning, setting appropriations, setting levies for County funds, fire districts, setting of fees, rural improvement districts, special districts, and appointing residents to boards and commissions.

Job Summary: Under general direction of the County Administrative Officer, this position plans, produces, creates, coordinates and releases public information and implements a wide range of communication products for Flathead County.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Plans, produces, coordinates and releases public information and implements communications strategies for County initiatives, projects, programs, and services using social media and traditional media outlets; develops procedures and objectives for community media relations; promotes the County through positive media exposure locally, nationally and internationally; develops and implements strategic communication plan that will communicate the County's vision, plans and activities; increases citizen awareness of County programs and opportunities for citizen participation in decision making processes;
- Plans, develops, coordinates and produces public information materials; prepares and delivers speeches to further the County's public relation objectives; coordinate events such as public forums, special events and community activities; serves as public information officer for the Commissioner's Office and county departments as needed; writes and distributes press releases and public information announcements; writes articles for newspapers and periodicals; proof reads and analyzes documents such as budget books, reports to citizens, position statements and policy papers; updates and maintains appropriate content posted on the web pages and social media sites;
- With Flathead County Administrator permission may serve as public information officer for the Sheriff's Office and (OES) during emergency events; supports communication efforts leading up to and during emergency events. May provide emergency public information services to the Flathead County Sheriff's Office if requested.

- Advises the County Commissioners, Flathead County Administrative Officer, and other elected officials and management staff on public information issues; serves as professional consultant to department directors, program managers and other staff in the field of communications; guides department heads in coordinating information dissemination, assuring consistency and uniformity in County position statements; works with media to communicate information; counsels Commissioners, CAO and department heads on public relations protocols and implications of communication issues; respond to media requests for information, interviews and position statements;
- May arrange site visits by media representatives; attends meetings; establishes and maintains cooperative relationships with citizens, community partners, employees, and public interest groups; may train County staff on using social media sites; produces or coordinates local government cable television access, other television programming, and video public service announcements; performs other related duties as assigned.

Non-Essential Functions:

- Attend workshops, seminars and educational sessions to keep updated on changes in assigned area of departmental responsibility.
- Perform other duties as assigned including but not limited to providing backup for Flathead County Clerk of the Board of Commissioners, participate in training, attending safety meetings etc.

Physical Demands and Working Conditions: *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Requires constant hand mobility for handling a variety of materials, keyboarding, filing and equipment usage; Must occasionally lift and/ or move up to 25 pounds; Position requires regular contact with fellow employees and citizens; ability to lift and carry computer and other media equipment; Position may require travel to other sites for meetings.
- Work occurs during normal working hours and after hours.

Supervision Exercised: This is a non-supervisory position.

Knowledge, Skills, and Abilities: This job requires the ability to independently initiate, prioritize, perform and/or solve problems related to work assigned in order to meet fixed or fluctuating deadlines and achieve work objectives; answer phone calls and assist visitors; answer questions related to department services, programs, or functions; work with the public in a calm and courteous manner while exercising tact and diplomacy under occasionally stressful situations.

This job requires a working knowledge of presentation media, including but not limited to digital and print media, audio and visual devices.

Must be able to obtain certification in Incident Command System (ICS) and National Incident Management System (NIMS) through online training courses within six months and obtain certification in basic and advanced P.I.O. courses offered through the State of Montana Disaster and Emergency Services.

Education and Experience:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a bachelor's degree in communications, journalism, English, or related field, and three years professional experience in public relations, marketing or communications. Demonstrated experience in working with social, print and broadcast media is preferred. Alternative combinations of education and experience may be considered on a case-by-case basis.

Action Adopted	Date 04/28/2022	Reference Commissioners' Minutes
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