



EMPLOYMENT OPPORTUNITY

- This recruitment is available only to Thurston County employees and individuals on the recall/rehire list.
- This recruitment is open to the public.

POSITION TITLE: Public Information Specialist	DEPARTMENT: Planning
CLOSING DATE: August 2, 2013, 5 p.m.	POSITION #: 1330-03-R-00946
SALARY RANGE: \$2,260.00 - \$3,013.50 / month	FTE: 0.5
EMPLOYMENT TYPE: Regular Part-Time	ELIGIBLE FOR BENEFITS: YES
CONTACT PERSON: Scott Clark, Planning Director	PHONE #: (360) 709-3005
UNION: NO	

SUMMARY OF DUTIES:

Assist in the development of public information strategies for Thurston County's Habitat Conservation Plan. Develops and maintains web based products to include YouTube videos, social media and other interactive web pages and surveys. Assist planning staff in translating complex legal and scientific documents and data into layperson language for informational purposes and regulations. Plans, develops, and produces written materials including fact sheets, displays, slide programs, and brochures. Prepares news releases, speeches, radio and television announcements, and copy of for pamphlets. Coordinates information efforts with other public agencies.

This is a half-time position for a period not to exceed July 31, 2014. The position may terminate at anytime depending on the availability of grant funding.

QUALIFICATIONS:

Bachelor's degree in communications or related field.

Three years of professional experience in public relations, communications, marketing, journalism or related field is required.

Current Washington State Driver's License or have requested and obtained an appropriate accommodation.

Proficiency in Adobe Illustrator, Adobe Photoshop, Adobe InDesign, Microsoft Expression Web, PowerPoint and all Microsoft Office Programs.

Familiar with Social Media and the use of other various mediums used to communicate both internally and externally.

DESIRED SKILLS:

Writing, editing, and graphic design. Proficient in HTML and CSS web design, video production and editing.

SELECTION PROCESS:

To be considered for this position, please submit the following:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Application | <input type="checkbox"/> Letter of Interest |
| <input type="checkbox"/> Supplemental Questionnaire | <input type="checkbox"/> Resume |
| <input type="checkbox"/> Disclosure Form | |

Submit application package to: Thurston County Information Desk, 2000 Lakeridge Dr. SW, Olympia, WA 98502. Application package must be received by 5 p.m. on the closing date listed above. Postmarks will not be accepted. Electronically submitted application packages will not be accepted.

APPLICATION INSTRUCTIONS:

A separate application must be fully completed for EACH POSITION for which you are applying. Resumes may be used to supplement an application, but may not be used in lieu of completing the application form. Copies of applications will be accepted only with an original signature. If a supplemental questionnaire is required, it must be submitted with your Thurston County application by the closing date. Applications are available online at www.co.thurston.wa.us. Applicants selected for interviews and/or testing will normally be called or otherwise notified within two weeks following the closing date on the employment bulletin. If you do not receive notification during this time period, you should assume you were not selected to be interviewed and will not be considered further for this position. Due to the large number of applicants for most positions, unsuccessful applicants are generally not notified.