

October 11, 2007

TEXAS STATE SOIL AND WATER CONSERVATION BOARD

JOB OPENING

Position Title: Information Specialist I

State Position Classification: Class No. 1830 / B06

Starting Annual Salary Range: \$30,202

Location: Temple, Texas

GENERAL DESCRIPTION

Performs entry-level informational and educational work that may involve all agency programs. Work involves collecting factual information regarding agency programs and preparing it for release to news media and for its use by the agency, the public, and other agencies. Performs some routine administrative support or program assistance work for the office. Work involves representing the agency at meetings and conferences, disseminating information, maintaining filing systems, and administrative support work for ongoing agency special projects along with agency Information/Education activities. Statewide and overnight travel up to 50% may be required. May manage some special projects and may assist with other agency programs as coordinated through supervisor. Works under moderate supervision with limited latitude for the use of initiative and independent judgment. Participates in health and safety training.

EXAMPLES OF WORK PERFORMED

Assist in the preparation and submission of special correspondence, reports, studies, forms and documents.

Develops, coordinates, and maintains record keeping and filing systems for special projects and record retention requirements.

If available and appropriate, attend training classes for reporting requirements and provide administrative support for performance measure reporting.

Prepare or assist in the preparation and distribution of news releases regarding some agency programs and activities including nonpoint source pollution and brush control.

Maintains website pages regarding some agency programs.

Prepares and mails correspondence for special projects and agency programs as coordinated through supervisor.

Creates and maintains various databases and spreadsheets as needed for special projects.

Maintains and coordinates use of a video library resource.

Assists with preparation and maintenance of promotional materials for various education workshops and training conferences including nonpoint source pollution and brush control.

Prepares and disseminates information of public interest concerning Information/Education activities.

Assists in activities relating to: (1) the annual state meeting, (2) educational workshops, (3) other workshops and conferences as assigned.

May assist in researching, composing, designing, or editing agency publications such as brochures, forms, manual, and charts.

May manage some special projects.

Provides assistance answering phone calls, routing incoming calls, taking messages and provides assistance with incoming and outgoing mail.

Performs related work as assigned.

EXPERIENCE AND EDUCATION

Experience in writing, scripting, editing, or media relations. Experience in an educational environment. Graduation from an accredited four-year college or university with major course work in agriculture, natural resource conservation, agricultural journalism, public relations, advertising, communications, or a related field is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of agency functions, policies, and procedures; of writing press releases for print and broadcast media, public service announcements, TV and radio programs, and special mass communication features. Ability to design communication plans and materials related to the goals and priorities of the agency, to compose content on theWeb, to prepare copy and scripts, and to design broad communications plans and materials to fit specific communications needs.

Excellent written and verbal communication skills are required. Must have the ability to speak before diverse groups. Skills in the use of electronic data and word-processing equipment and software such as Microsoft Windows/Microsoft Office with proficiency in Microsoft Word, Access, and Excel are required. Knowledge of desktop publishing programs, graphics software, and database software is essential. Ability to do layout and design to produce flyers, brochures, special reports, training materials and visual aids such as PowerPoint for presentations. Ability to implement administrative procedures; to interpret regulations, policies and procedures. Statewide and overnight travel up to 50% may be required as well as the availability to work irregular hours. Must be able to safely lift up to 50lbs. and sustain moderate physical activity with full range of motion in office and outdoor environments. Must be able to safely and legally operate a motor vehicle.

Complete a State of Texas application. Mail an original application to the address below. Resumes will not be accepted in lieu of the application.

For additional information, visit our website at www.tsswcb.state.tx.us or contact:

Human Resource Department
State Soil and Water Conservation Board
P.O. Box 658
Temple, TX 76503

The Texas State Soil and Water Conservation Board is an equal opportunity employer, and does not discriminate against job applicants or employees on the basis of race, color, national origin, sex, religion, age, disability or veteran's status.

******Important Notice******

This position exists due to Federal Grant funds available to the Soil and Water Conservation Board under the provisions of Section 319 of the Federal Clean Water Act. Funding is received on an annual basis at the beginning of each Federal fiscal year, which begins on October 1. Applicants should realize that, if selected, their employment may terminate with the cancellation of federal grant funds. All other employment policies and procedures are the same as those that apply to all Texas State Soil and Water Conservation Board employees.