

## **JOB OPENING**

### **TEXAS STATE SOIL AND WATER CONSERVATION BOARD**

<b>Position Title:</b>	<b>Information Specialist III</b>
<b>State Position Classification:</b>	<b>Class No. 1832/B19</b>
<b>Starting Annual Salary Range:</b>	<b>\$42,244 — \$59,500</b>
<b>Location:</b>	<b>Temple, Texas</b>
<b>Travel:</b>	<b>As Needed (Statewide)</b>

#### **GENERAL DESCRIPTION**

Performs highly complex (senior-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. Work involves representing the agency at meetings and conferences, disseminating information and conducting agency Information/Education activities. Statewide and overnight travel is required. Will manage some projects, perform routine administrative support and may assist with other agency programs as coordinated through supervisor. Works under limited supervision with moderate latitude for the use of initiative and independent judgment. Participates in health and safety training.

#### **EXAMPLES OF WORK PERFORMED**

Conducts research, composition, design, and editing of agency publications such as brochures, forms, manual, charts, and social media.

Prepares and distributes press releases regarding agency programs and activities.

Prepares and maintains educational/promotional materials for various education workshops and training conferences related to Statewide Resource Management activities including the Texas Nonpoint Source Management Program, Flood Control Programs, Water Supply Enhancement Programs, Border Security Programs, the Annual Meeting of Texas Soil and Water Conservation District Directors and other agency programs and activities.

Conducts event management activities related to agency programs and the Annual Meeting of Texas Soil and Water Conservation District Directors.

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

Conducting educational demonstrations for teachers and school age youth.

Assists in maintaining website pages regarding agency programs and activities.

Attend training classes for reporting requirements and provide administrative support for performance measure reporting.

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

Develops, coordinates, and maintains record keeping and filing systems for projects as required for records retention.

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

May provide assistance answering phone calls, routing incoming calls and taking messages.

Performs related work as assigned.

## **EXPERIENCE AND EDUCATION**

Five-years experience in event management, writing, scripting, editing, or media relations is required. Graduation from an accredited four-year college or university with an undergraduate degree with major course work in agriculture, natural resource conservation, water resources, agricultural journalism, public relations, advertising, communications, or a related field is required. Graduate degree from an accredited four-year college or university with major course work in communications is preferred.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of agency functions, programs, policies, and procedures; of writing press releases for print and broadcast media, public service announcements, TV and radio programs, special mass communication features, and social media. Ability to design communication plans and materials related to the goals and priorities of the agency, to compose content on the Web, 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 including agricultural producers, school age youth and elected officials. Skills in the use of electronic data and word-processing equipment and software such as Microsoft Windows and Microsoft Office are essential. Proficiency in Microsoft Word, Access, Excel, PowerPoint and Adobe Acrobat Pro 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 coordinate major components of, and develop communications plans for, large convention-style events.

Ability to implement administrative procedures; to interpret regulations, policies and procedures. Statewide and overnight travel is required as well as the availability to work irregular hours.

Must be able to safely lift up to 50 lbs. 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.

## **APPLICATION PROCESS**

A completed State of Texas application for Employment is required for this position. Mail an original application to the address below. Resumes may be submitted but will not be accepted in lieu of the application. A State of Texas application for Employment may also be completed on the Workintexas website at <http://www.workintexas.com>

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

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

## **Veteran's Preference**

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 46Q, MC, 165X, 340, PA, INF, 4341, 3NOXO, 35PX, 43, 3N, 35 or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications. Additional Military Crosswalk information can be accessed at:

[http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_InformationandCommunication.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_InformationandCommunication.pdf)

## **Selection Information**

At the time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. All males who are age 18 through 25 and are required to register with the Selective Service may be asked to present proof of registration or exemption from registration upon hire.

TSSWCB participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

*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. In compliance with the Americans with Disabilities Act (ADAAA), if you require reasonable accommodation in the interview and selection process, please call the agency's ADA Coordinator at (254)773-2250x227.*

## **\*\*\*\*Important Notice\*\*\*\***

**This position exists due to Federal Grant funds available to the Texas State Soil and Water Conservation Board under the provisions of Section 319(h) 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.**