

June 20, 2011

TEXAS STATE SOIL AND WATER CONSERVATION BOARD

JOB OPENING

POSITION TITLE: Information Specialist III

FUNCTIONAL TITLE: Public Affairs Specialist

STATE CLASSIFICATION CODE: Class No. 1832/B19

LOCATION: Temple, Texas

STARTING ANNUAL SALARY: \$40,816-\$42,000

REQUIRED TRAVEL: As needed

This position reports to: Special Projects Coordinator

GENERAL DESCRIPTION

Performs highly complex (senior-level) informational and educational work. Work involves coordinating the research, writing, editing, and production of multimedia communications/journalism to convey agency information. Work involves coordination with planning, developing, and conducting meetings, community organizations to the general public. Work involves technical and educational activities related to agency nonpoint source program activities. Work may involve representing the agency at meetings and conferences. May supervise the work of others. Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Coordinates the preparation and distribution of informational releases.

Coordinates illustrative or photographic content of products.

Prepares speeches.

Advises staff in planning news and educational items.

Responds to general information inquiries about agency activities.

Designs and directs public information and public education campaigns related to agency services.

Conducts interviews and researches various sources to obtain information to satisfy completeness and accuracy of content of products.

Edits and approve conceptualized copy, design, script, or storyboard to arrive at polished, professional, and finished products.

May coordinate conferences, public hearings and educational workshops relating to nonpoint source program activities.

May develop, maintain and update web site content.

May create and maintain databases and spreadsheets, agency publications, brochures, forms, manuals, and charts.

May plan layout, design, illustration, production, color, selection and ink and paper selection for artwork masters.

May supervise the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION REQUIREMENTS

Experience and Education

Experience in journalism, public relations, public information, communications, media relations work or a field related to natural resource conservation. Graduation from an accredited four-year college or university with major course work in journalism, public relations, English, communications, multimedia relations, or a field related to natural resources conservation is generally preferred. Experience and education may be substituted for one another.

Knowledge, Skills and Abilities

Knowledge of agency functions, policies, and procedures; of news and communications media; and of research techniques and applications.

Skill in editorial and design concepts and practices.

Ability to translate information pertaining to department programs into lay terminology, to compose content for the Web, to prepare and edit copy or scripts, to communicate effectively, and to supervise the work of others.

Statewide and overnight travel up to 50% may be required as well as the availability to work irregular hours may be required as needed.

Excellent written and verbal communication skills are required. Must have the ability to speak before diverse groups.

Must have the ability to implement administrative procedures and interpret regulations and procedures.

Must be skilled in the use of software such as Microsoft Office, desktop publishing programs and graphics software.

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

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

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

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 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.