Job Opening for PIO Position

**** Closing Date is EOD on June 15, 2020. You can drop off applications at the Courthouse at the West Entrance. There is a metal box with County Commissioners written on the box.

Job Description

Position: Public Information Officer

Department: Comanche County Emergency Management

About

Comanche County Emergency Management provides service to all of Comanche County. The purpose of emergency management is to assist the community in mitigating, preparing for, responding to, and recovering from natural and man-made disasters. Emergency management provides support and assistance to the incident commander and/or emergency personnel responding to emergency incidents. It also creates, advises, and collaborates on emergency operations plans and standard operating procedures that affect emergency response throughout the jurisdiction.

Description

The primary function of the public information officer (PIO) is to develop, implement and maintain an effective public information program on a countywide basis; serve as the County’s spokesperson and primary media liaison on a day-to-day basis, as well as during times of disaster and emergencies. The PIO also develops positive press releases to the media; provides support to the Board of County Commissioners in development of newspaper columns,
memos and speeches. Work includes professional application of research and writing skills, selecting news media, preparing and releasing material, and preparing various periodic and special reports. This job is considered “Safety Sensitive” for the purpose of holding a medical marijuana card and utilizing medical marijuana.

**Duties and Responsibilities**

The following list is not intended to be a complete list of all responsibilities, duties and skills. It is intended to be accurate summaries of what the job classification involves and what is required to perform it. Additional duties may be assigned.

- Works under the direct supervision of the Emergency Management Director

- Develops, implements, and maintains an effective public information program on a countywide basis

- Develops press releases, columns and other materials for the media for publication

- Provides Board of County Commissioners and other Elected Officials with support/information on issues of interest to the media

- Develops communication plans for various County campaigns, both internally and externally

- Acts as County’s official spokesperson with the media to provide the County’s response to issues, as well as during times of disaster and emergencies

- Maintains County website and social media pages
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- Communicates news/issues to County employees

- Works with Elected Officials and Department Heads on media training/advice

Other Duties and Responsibilities

- Assists in the coordination of the Countywide Safety Program

- Serves on various City/County committees

Knowledge of

- Current principles, techniques and objectives of public relations managers

- Professional applications of research and writing skills

- Media tactics, including interview techniques and preparation

- Operation of standard office equipment and a personal computer and software applications for word processing, graphic presentations, spreadsheets, databases, information retrieval and research, and other job-related software

Ability to
· Develop creative ideas in relation to public information projects

· Plan and organize projects and work tasks

· Assist in the coordination of public events

· Work independently with minimal supervision on a continual basis

· Establish and maintain effective working relationships with other County employees, media representatives, the public, and other interested and affected parties

· Maintain a professional demeanor during stressful situations

· Compile reports from a wide variety of sources and transmit data

· Respond to citizen and media requests in a courteous and effective manner

· Operate a motor vehicle

· Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines

· Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.
Minimum Qualifications

Bachelor’s Degree in Public Relations, Journalism, Mass Communications or related field; and two(2) to four (4) years’ experience in responsible public relations positions; or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

MUST complete NIMS Courses IS-100, IS-200, IS-700 within the first month of employment and IS-702A, IS-706, & IS-800b and ICS 300 within first year of employment.

MUST be willing to relocate to Comanche County, OK within six months of employment.

Desirable Qualifications

Past media experience preferred.

Moderate knowledge of Information Technology skills and Microsoft Office Software.

Benefits:

Paid medical, dental and life insurance.
Short and long term disability.

40 hours paid vacation every six months.

8 hours sick leave every month.

State Retirement System.

Nationwide Savings Plan.
Current salary is $34,000.00 to $36,000.00 Annually.

Click here for a paper application

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