

JOB ANNOUNCEMENT

THIS ANNOUNCEMENT IS BEING DISTRIBUTED PURSUANT TO SECTION 3.01 OF THE DISTRICT PERSONNEL MANUAL.

PLACER
MOSQUITO AND VECTOR
CONTROL DISTRICT

Public Information Officer

Final Filing Date: February 5, 2010 by 3pm

Beginning January 22, 2010

Position Status	Regular full-time, subject to six-month probationary period.
Application Process	Interested individuals must file a District application and submit a resume and cover letter. Internal applicants may submit a Letter of Intent. Failure to complete your application and the instructions in this job announcement may result in your application being rejected. Application can be picked up at the District office or obtained online: www.placermosquito.org . Please direct your application materials to: Placer Mosquito and Vector Control District, 2021 Opportunity Dr., Roseville, CA 95678 or electronically to info@placermosquito.org . For questions concerning this position, please contact the District Office at (916) 380-5444.

Job Description Placer Mosquito and Vector Control District (District) strives to manage the risk from mosquitoes and other vector populations in order to decrease the risk of disease transmission to people and animals and to increase the overall quality of life in Placer County. We do this by using the most fiscally responsible means available. All of our programs are publicly funded and provide an on demand service to the citizens of Placer County.

Under the direction of the General Manager, the Public Information Officer (PIO) is responsible for conceptualizing, developing, and implementing a public relations and communications program that effectively informs and educates Placer County residents about mosquitoes and mosquito-borne diseases such as West Nile virus, Western equine encephalomyelitis virus, dog heartworm, St. Louis encephalitis virus, and emerging vector-borne diseases. The PIO serves as primary contact for inquiries by members of the public, media, staff, community and local agencies.

This individual will develop, plan and implement a public relations and communications program that may include media relations outreach, publications development, and other promotional programs and activities; manage community relations by developing innovative programs and services to maintain and enhance community relations such as providing presentation to various clubs, organizations, schools and city and county agencies; coordinate and staff a variety of fairs and events; create and maintain an outreach database; update and maintain the District's website by keeping content current and innovative; prepare speeches, presentations, memorandums and other forms of communications; may serve as a representative to a variety of community and business organizations and participate in various meetings on behalf of the District; perform other related duties as assigned.

Physical Demands and Essential Duties:

The position of Public Information Officer will require work that is varied in nature. Frequent travel, predominantly within California, with some weekend and evening responsibilities; Ability to occasionally work outside typical hours in order to provide presentations and attend fairs and events; Ability to speak, read, and write effectively in English; Ability to regularly operate motor vehicles with standard transmissions; Ability to regularly sit at a desk or computer workstation; Ability to actively utilize computers, telephones and other office equipment; Ability to regularly bend at the knees and waist; Ability to occasionally reach over head; Ability to occasionally lift, carry or otherwise move and positions objects weighing up to 30 pounds; Ability to regularly perform repetitive motion associated with computer usage; Ability to regularly move about the office to collaborate with colleagues.

Periodically = Activity or condition exists less than 25% of the time

Occasionally = Activity or condition exists 25-50% of the time

Regularly = Activity or condition exists 50-75% of the time

Frequently = Activity or condition exists more than 75% of the time

Minimum Qualifications	<p>It is the applicants responsibility to identify in their application materials how they meet the MINIMUM QUALIFICATIONS listed below: Bachelor's degree required in communications, public relations, public affairs, community relations or a relevant discipline. Master's degree highly desirable. Program management experience: 5+ years experience in developing and managing public information and education programs. Bilingual preferred.</p> <p>Must have or be able to gain California State Department of Public Health Vector Control Certification in categories A, B, C, and D. Must possess a valid California Drivers License. Must be insurable with the Vector Control Joint Powers Agency (the District's self insurance group). Must pass pre-employment physical and drug test.</p>
Examination and Selection Process	<p>Applicants selected for interviews will be based on a qualifying evaluation of training, education and experience of the application information. Those candidates selected for interviews will receive an oral interview to assess training, experience and ability to perform the duties of the position. Selection will be based on a combined overall assessment of the oral interview.</p>
Medical testing	<p>All persons selected for appointment must pass medical examinations administered by the District's physician. Placer Mosquito and Vector Control District is committed to maintaining a drug and alcohol free workplace.</p>
Compensation and Benefits	<p>The starting salary for this position will commensurate with experience. Group Health and dental are provided. For information contact the PMVCD office. The District participates in the CalPERS Retirement Plan 2% @ 55 formula. The District offers a voluntary 457 Deferred Compensation plan. 11 Holidays a year are recognized. 2 Floating holidays are provided per calendar year. 12 days sick leave per year are provided with unlimited accumulation. Upon retirement, unused sick leave will be converted to retirement service credit. 10 to 21 days of vacation a year are provided, based on years of District service. Workers compensation is provided. Employees are protected under the Workers Compensation Laws of California.</p>

All qualified applicants will be considered for employment without regard to race, color, national origin, religion, gender, or sexual orientation. Please contact the District at least five (5) working days before a scheduled examination or interview if you require accommodation in the examination or interview process.

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 2021 Opportunity Dr. Roseville, CA 95678
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