

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

JOB ANNOUNCEMENT

POSITION: PUBLIC INFORMATION OFFICER / RISK COMMUNICATOR Posting# 2240-0615

REQUIRED ATTACHMENTS TO APPLICATION:

- Supplemental Documents: *Supplemental Questionnaire*
- College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable

STARTING SALARY: Step 41; \$1,880 bi-weekly, \$23.50 per hour *plus benefits package*
Step increase available after completing probation and annually thereafter.

OPENING DATE: June 3, 2015

CLOSING DATE: June 17, 2015

The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months

For additional information see the job description at - - <http://www.utahcounty.gov/jobs>

JOB SUMMARY:

Under the direction of the Health Promotion Director and Emergency Response Planner/Coordinator, builds the Utah County Health Department's capacity to provide needed health/risk information to the public and key partners during a bioterrorist event or other public health emergency. Coordinates and implements all public information needs for the health department.

DUTIES INCLUDE:

Educates the public about Health Department programs, services, rules, regulations and policies approved by the Board of Health and implemented by the divisions and bureaus within the Utah County Health Department (UCHD) utilizing media sources and other public relations and marketing vehicles.

Prepares verbal and written communication tailored to each type of media (e.g., newspaper, radio, television, web, social media); produces effective and culturally appropriate materials.

Prepares and distributes press/news releases. Works with the media to promote understanding of UCHD and its programs. This involves both response and placement of planned messaging, responding to media inquiries and working proactively with the media to place stories.

Promotes department-wide programs and services by posting and updating promotional information on the Health Department's website and social medial channels.

Acts as a subject matter expert and resource to others within the UCHD by demonstrating an understanding of how the media works, and experience in dealing with media coverage of controversial issues, particularly issues that affect public policy or the image of the UCHD and public health.

Acts as spokesperson, or identifies key public health spokespersons within the department and ensures their competency, awareness, and ongoing training necessary to effectively communicate with the public and media for regular UCHD programs and services or to prepare for and respond to public health emergencies.

Works in conjunction with the Executive Director, Emergency Planner, Epidemiologist and resources for bioterrorism and emergency response planning; reviews appropriate risk communication strategies and resources.

EVALUATION AND SELECTION FACTORS INCLUDE:

Basic Knowledge of: Public health terminology, methodology, organization, and practices. Epidemiology and communicable disease.

Knowledge of: The principles, theories, and practice of media and public relations techniques. Advertising and printing industries. Pre-print, desktop publishing, and graphic design and layout.

Skill in: Verbal and written communication. Making professional presentations. Basic website maintenance and design. Conducting information research from local and national information resources. Using style/editing techniques and the correct use of punctuation and grammar rules. Interpersonal relationships.

Ability to: Promote programs and services through social media platforms and other electronic resources. Establish and maintain effective relationships with the media, local and State personnel, public health professionals, and community organizations. Work well under pressure and handle high stress situations and impending deadlines. Work with other agencies on shared projects and in team situations. Manage various tasks simultaneously. Write technical reports, press releases, brochures and informational pamphlets. Self-motivated and self-directed.

REQUIREMENTS FOR EMPLOYMENT:

Selected applicants shall be strongly encouraged to receive immunizations according to the Center for Disease Control and/or County Health Department Policy.

Bachelor degree in Mass Communication, English, Journalism, Public Relations, Health Education, or a related field and three (3) years of work experience as a journalist, public relations specialist, or health educator. Equivalent combinations of education and experience may also be considered. **Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

LICENSURE/CERTIFICATIONS:

Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment.

EXAMINATION/SELECTION PROCESS: Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Personnel Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Personnel Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Personnel Department reserves the right to call only the most qualified applicants to any of the examinations.

UTAH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

