JOB CLASSIFICATION:  Public Affairs Specialist (Communications) REPOST

SALARY:  $6,138 - $7,105 Monthly
          $73,656 - $85,260 Annually

OPENING DATE:  Monday, July 7, 2014

CLOSING DATE:  Friday, July 11, 2014 by 4:30 p.m.

OPEN TO:  General Public

THE POSITION
The Public Affairs Specialist will provide administrative and technical assistance to support specialized activities associated with East Bay Municipal Utility District’s (EBMUD’s) Public Affairs Department. Under general supervision, assignments will include extensive scheduling, planning and coordination of media, business, civic, governmental and public relations activities. This individual will exercise a wide latitude of independent judgment in the administrative process and will have extensive public contact that requires sensitivity, tact and diplomacy. Typical responsibilities may include:

• Providing public outreach, community engagement and/or communications strategy support to representative(s) assigned to a specific project, program or issue of EBMUD.
• Gathering, analyzing and compiling information from government agencies, news outlets, the web, social media and other departments of EBMUD, and other relevant sources.
• Assisting in the actualization of departmental goals and objectives.
• Utilizing, updating and improving the office databases and tracking systems.
• Answering basic questions and general inquiries about EBMUD and its programs, projects and initiatives.
• Coordinating and scheduling public meetings, forums, community events, tours, special events and meetings for staff participation.
• Assisting in the development of materials such as notifications, letters, fact sheets and other publicly targeted communication vehicles.
• Performing related duties and responsibilities as required.

The most competitive candidates will have previous public outreach and communications experience; some background in developing and giving presentations; familiarity with MS Excel, Access and PowerPoint software applications; excellent written and oral communication skills; and the ability to effectively coordinate and schedule multiple activities. The strongest candidates will also have experience working effectively with various contacts from all levels of the organization as well as outside contacts including but not limited to local governments, special interest groups and organizations, public agencies and consultants.

REQUIREMENTS
A typical means of acquiring the essential knowledge, skills and abilities needed to assume the full range of duties of this position include completion of the 12th grade or its equivalent, and three years of progressively responsible clerical, secretarial or administrative experience in a governmental, legislative or public affairs office which must have included substantial public contact. Must have a valid California driver’s license and a satisfactory driving record. Must possess the physical characteristics to perform the critical and important duties of the job. Must be willing to work overtime as needed. Must be willing to occasionally travel with overnight stay and to work irregular hours to attend local community meetings in the evening.
An equivalent combination of education and experience may be considered for this position by including in your application specific evidence of employment performed at the level of the typical duties of the position and/or coursework in subject areas directly related to this position on a year-for-year ratio.

THE SELECTION PROCESS
1. Submit a completed EBMUD application and the required supplemental question responses online at www.ebmud.com by 4:30 p.m., Friday, July 11, 2014. Only application materials submitted online during the filing period will be accepted.
2. All qualified applications and supplemental responses will be competitively evaluated, with those candidates demonstrating the strongest qualifications for the position to be invited to the next step in the selection process, tentatively scheduled for July or August 2014. This step will consist of a panel interview and a written work sample project.
3. Successful candidates will be ranked on a hiring list for further consideration to fill the current regular vacancy, as well as any other opening that may occur during the next 12 to 24 months.

SUPPLEMENTAL QUESTIONS
As the first step in the selection process, responses to the supplemental questions must be submitted online with the regular EBMUD application. Please provide thorough, accurate descriptions of assignments you have personally performed. Your supplemental responses and your application materials will be evaluated on a competitive basis to determine which applicants will continue in the selection process.

1. Describe your experience in performing routine to difficult administrative work such as but not limited to scheduling calendars, appointments, activities, meetings; preparing agendas; and processing purchase orders and other documents.
2. Describe your experience in gathering and compiling information and data for reports, presentations, and other work products.
3. Describe your previous public outreach and communications experience, and include information about the specific groups, agencies, and other individuals with whom you had contact, the nature and extent of your contacts and outreach activities, the audiences for whom you developed materials and presentations, and any other related information.
4. Describe your personal computer and software experience, including any experience with MS Office software applications such as Word, Excel, Access, PowerPoint. In addition, include any database management experience you have with specific applications such as mailing lists and photography/photo databases.
5. Describe your experience with web content management systems (such as Drupal) or direct experience developing web pages. Include information about the audiences and purpose for these web pages.