

APPLICATION PROCESS

If interested in this outstanding opportunity, please submit an Agency application and resume to:

Mojave Water Agency
Attn: Monica Warren
13846 Conference Center Drive
Apple Valley, CA 92307
760-946-7000
Email: mwarren@mojavewater.org

Completed Agency application and resume are required. Applications will be accepted until **Wednesday, August 10, 2022 at 5:00 p.m.** Additional information can be obtained from the Agency's website at:

www.mojavewater.org

All applications will be reviewed in detail. Only those applicants possessing the most relevant qualifications will be invited to continue in the selection process.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision in the notice may be modified or revoked without notice. Agency appointments are contingent upon successful completion of a comprehensive *background investigation, pre-employment physical, and drug screening, as well as verification of United States citizenship* or legal authorization to be employed in the United States.

EQUAL EMPLOYMENT OPPORTUNITY

The Mojave Water Agency is an equal opportunity employer. We observe a no-smoking policy within Agency offices and vehicles, and also maintain a policy as a drug-free workplace. The Agency makes reasonable accommodations for the disabled. If candidates require special arrangements to participate in the interview process, they should state their needs in writing when submitting an application.

ABOUT THE AGENCY

The Mojave Water Agency (MWA), one of 29 State Water Contractors, is a governmental body with primary responsibility for the management of water resources over a 4,900 square-mile area of the Mojave Desert. It is the Agency's mission to implement future water management policies and programs that will ensure a stable, long-term supply of water for the Mojave Water Agency's service area.

MOJAVE WATER AGENCY



Manage the region's water resources for the common benefit to assure stability in the sustained use by the citizens we

Invites Your Interest for the Position of

PUBLIC INFORMATION SPECIALIST

THE POSITION

The ideal candidate performs a variety of public information and public outreach duties including writing, graphic design, special event coordination, public speaking, photography, social media, and marketing activities; and performs related duties, as assigned.

Examples of key job functions include: Performs technical and administrative duties in support of public information and outreach duties including responding to public inquiries, developing and disseminating press releases, and media alerts; assists with Agency branding strategies and deployment; and monitors and reports Agency messaging and social media sites; Designs and disseminates Agency communications, which includes e-newsletter, design flyers, invitations to Agency events, and awards and presentation materials; edits current and develops new Agency FACT Sheets; Serves as the lead on the Agency website coordinating with key personnel in various departments to maintain fresh, accurate information; maintains the Agency's website homepage and the Public Outreach sections; creates and post content to the Agency Facebook site, twitter and the Agency digital kiosk; Develops and executes simple to complex special events including Agency tours of facilities, the annual High Desert Water Summit, and coordinates and develops and books speaking engagements on behalf of the Agency; Performs concept development, event budget development, logistics, and invitations; Writes press releases and articles, public service announcements, proofreads editorial and website content and monitors local, state, and national news for articles on Agency and water. Develops and maintains a media archive for all press releases, articles, photos, and videos; Organizes and maintains Public Outreach master files; Serves as the lead coordinator for the High Desert PR Coalition; serves as the Agency representative for various events and activities including schools, service clubs, and conservation related functions; Compiles materials for and attends the Legal, Legislative, and Public Information Committee meetings as directed; records and transcribes minutes for these meetings; May perform complex administrative support functions Interprets a variety of technical instructions in written, oral, or diagram form and solve problems involving several concrete variables in standardized situations; Provides assistance to co-workers; Performs related duties and responsibilities, as assigned.

Examples of Knowledge and Abilities: General public information and public relations programs and strategies. General illustration methods and techniques; General graphic design principles, including typography, color, and layout composition; Sourcing social media outlets for public information and public outreach programs; Standard media practices; Applicable federal, state, and local laws, codes, and regulations pertinent to public information and public outreach programs; Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Agency staff; Use of computers and software programs to conduct research, assess information, and/or prepare documentation; Ability to perform technical public information and public outreach duties; Develop flyers, brochures, and advertisements from concept through final graphic design; Compose technical reports, summaries, and written material; Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed; Schedule and coordinate projects, meet critical deadlines, and follow-up on assignments; Establish and maintain cooperative working relationships with those contacted in the course of business; Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax; Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines; Effectively use computer systems, applications, and modern business equipment to perform a variety of work tasks; Perform work in accordance with specific safety procedures to minimize potential for injury.

For the entire list of the essential job functions, knowledge & abilities, and licenses/certifications, please see the job description on the Agency website at: www.mojavewater.org.

QUALIFICATIONS

Qualified candidates will possess:

Bachelor's Degree in English, Journalism, Communications, Marketing, or a related field, and one (1) year of experience in public relations/marketing, preferably with a public agency.

LICENSES & CERTIFICATIONS

- Valid California Class C Driver's License, and current automobile insurance.

COMPENSATION

Public Information Specialist: \$64,390 - \$90,146 annual salary range; paid bi-weekly, non-exempt

THE POSITION & DEPARTMENT

This position will serve in the Public Information Department and is part of a dedicated, service-oriented team where collaboration and leadership are promoted at all levels.

BENEFITS

- PERS Retirement: 2% of highest annual salary at age 62, 5-year vesting. {Prior Public Service before 2013 is 2% @ 55 - without a 6 month gap in service}
 - Flexible Benefits Package \$17,710 annually to go towards:
 - ~Medical Insurance: Choice of PPO or HMO Plans
 - ~Deferred Compensation Program (pre-tax and post-tax) available (457 Plan)
 - ~Employee cost share of CalPERS
 - ~Retirement Health Savings (RHS) Plan available
 - Additional amounts above what is provided in the Flexible Benefits Package may be contributed by employee to Deferred Compensation Program (pre-tax and post-tax) available (457 Plan)
 - 5% of base pay rate placed into 401 (a) account by Agency
 - Vacation: 10 days per year, maxing out to 20 days per year, based on years of service
 - Vacation pay out option available
 - 40 hours of flex time leave per fiscal year
 - Paid Holidays: 13 days per year
 - Sick leave: 12 days per year
 - Life, Dental and Vision Insurance: 100% paid by Agency for employee and dependent (s)
 - Tuition Reimbursement up to IRS non-taxable amount per IRC Section 127, after 12 months of employment
 - Employee Assistance Program
 - Long-Term Disability: 100% premium paid by Agency with coverage of up to 66 2/3% of salary allowable income in coordination with State Plans
 - Interest Free Computer Loan Program up to \$3,000 after 12 months of employment
 - Professional development, seminars and conferences
 - 9/80 Work Schedule
 - Remote Work Policy
- The Agency **does not** participate in the Social Security program, except for the mandatory 1.45% Medicare Contribution paid by the Agency