

## CARBON COUNTY DISASTER & EMERGENCY SERVICES

POSITION: Public Information Officer, Part-time, 20 hours/week

SALARY: \$20.47/hour

JOB DESCRIPTION: The Public Information Officer will serve as a liaison between Carbon County and the public by coordinating and collaborating public communication and outreach. Work is primarily focused on the technical facet of journalistic preparation, organization and distribution of information through necessary means.

### QUALIFICATIONS:

#### Required:

- Excellent verbal and written communication skills with a proven ability to write in a journalistic style that is customary for external news, information, and emergency publications;
- Ability to function effectively in an emergency;
- Outstanding interpersonal and community relations skills and the ability to communicate and work effectively within a diverse community;
- Excellent organizational skills and attention to detail;
- Strong strategic planning and management skills;
- Excellent time management skills with a proven ability to meet deadlines;
- Must possess common sense and the ability to remain calm in stressful situations;
- Proficient with Microsoft Office Suite or related software.
- Must be certified in Incident Command 100, 200, 700, 800, and 300 or have the ability to obtain these certifications within the following timelines: 100 & 200 in 6 months, 700 & 800 in 1 year, 300 in 18 months.

#### Preferred:

- Knowledge of communication principles, media, and public relations techniques
- Strong knowledge of local and regional media contacts and/or a proven ability to develop such relationships quickly

APPLICATIONS: Are available at the Carbon County Human Resources (17 W. 11<sup>th</sup> St., Red Lodge, MT) or online at <http://co.carbon.mt.us/employment/>. Applications are due no later than Thursday, September 14, 2023 by 5pm. Initial application review of application will happen after the job closes. Position to remain open until filled.

Carbon County is an equal opportunity employer. Please note in your application if you are claiming a Veterans preference under 39-29-103 MCA or a preference for disability status under 39-30-102 MCA. Final candidate must pass a pre-employment drug screening and background check.

Cyrina Allen, DES Coordinator

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