

## 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, May 30, 2018 at 5:30 p.m.** This position will remain open until filled. Additional information can be obtained from the Agency's website at:

[www.mojavewater.org](http://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, medical 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 serve.*

Invites Your Interest for the Position of

*Public Information Specialist*

## THE POSITION

The ideal candidate will perform 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.

Some examples of essential 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. Monitors and responds in a timely manner to requests received from the public and Agency staff; researches, compiles, and summarizes a variety of informational materials and ensures completeness of returned records. 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 for executive staff, as directed. Provides assistance to co-workers as well as professional staff. Performs related duties and responsibilities, as assigned.

Some examples of knowledge and abilities are:

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. 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. Independently organize work, set priorities, 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 including other employees, managers and executives, vendors, consultants, contractors, and the public.

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](http://www.mojavewater.org).

## MINIMUM 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

The Public Information Specialist is a non-exempt position with an annual salary range of \$58,320 - \$81,648; paid bi-weekly

## THE POSITION & DEPARTMENT

This position is in the Community Outreach & Employee Relations Department. The position is under general supervision of the Director of Community Outreach & Cultural Relations and is part of a dedicated, service-oriented team where collaboration and leadership are promoted at all levels.

The Community Outreach & Employee Relations Department is responsible for all communications and public relations events for the Agency. The Department prepares the Agency's newsletter, news releases, publications and brochures. They also manage the Agency's conservation programs, including the Water Conservation Incentive Program; provide leadership and support to the Alliance for Water Awareness and Conservation (AWAC); provide resources and tools for the public to reduce their water use; provide coordination between and collaboration efforts for the Strategic Partners Program; and, coordinate special conservation projects.

## BENEFITS

- PERS Retirement: 2% of highest annual salary at age 62, 5-year vesting. Prior Public Service is 2% @ 55
- Employee Pool Reimbursement Option: \$1,500 allowance \*(\$2,650 allowance effective 7/1/2018)
- Deferred Compensation Program available (457 Plan) \*(5% of base pay rate placed into Agency sponsored 457 plan effective 7/1/2018)
- Vacation: 10 days per year, increasing to a maximum of 20 days per year
- \*(Vacation pay out option available effective 7/1/2018)
- \*(40 hours of Flex time leave per fiscal year effective 7/1/2018)
- Paid Holidays: 13 days per year
- Sick leave: 12 days per year
- Medical Insurance: Choice of PPO or HMO Plans
- Life, Dental and Vision Insurance: 100% paid by Agency for employee and dependent (s)
- Tuition Reimbursement up to \$3,250 per FY after 12 months of employment
- Employee Assistance Program (EAP) available
- 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
- The Agency **does not** participate in the Social Security program, except for the mandatory 1.45% Medicare Contribution paid by the Agency