

**Public Information Officer**  
*Open and Promotional Recruitment*



**Current Salary: \$5,595 - \$6,799 per mo.**  
**Application Deadline: August 8, 2008 at 5:00 p.m.**

**Position Overview:** Under general direction of the Deputy Chief/Fire Marshal, the Public Information Officer develops, coordinates and implements public relations, public information and public education activities; establishes and maintains positive, effective operating relationships with a variety of stakeholders including media representatives, public officials and public agency representatives, special interest groups, and the public; coordinates emergency service/emergency preparedness programs by serving as liaison between District and other public agencies; and, completes special assignments in support of the District. Duties performed may require incumbent to respond to callback duty after normal working hours and on weekends and holidays.

**Essential Functions** include, but are not limited to: Plans, researches, prepares and disseminates public information, news releases, public service announcements, and promotional and educational materials ♦ Develops, conducts and oversees fire prevention, emergency preparedness, and safety education activities ♦ Represents the District and makes presentations in a variety of settings including public meetings, classrooms, public events, and community groups ♦ Plans, coordinates and conducts community events ♦ Responds to emergency incidents as needed ♦ Serves as spokesperson to the press, public, and other public agency representatives ♦ Coordinates with local, state and federal Public Information Officers as needed ♦ Serves as District representative and as liaison to other public agencies; serves in the Emergency Operations Center during times of emergency ♦ Updates and maintains the District web-site ♦ Develops general District informational materials such as the Annual Report and Newsletter ♦ Attends Board meetings; prepares and presents reports and commendations; takes photographs ♦ Develops and maintains a historical record of significant District events, activities and issues ♦ Directs, trains, supervises and evaluates assigned staff.

**Qualifications:**

**Education:** Requires graduation from high school or G.E.D. equivalent, supplemented by college level courses. Possession of a Bachelors Degree in public administration, communication, journalism, marketing, public relations or a closely related field from an accredited college or university is highly desirable.

**Experience:** Must have three (3) years of progressively responsible experience in public information, marketing, and public relations in public or private industry; and/or three (3) years of progressively responsible professional, administrative or management experience preferably in a public safety agency.

**Special Requirements:** Must possess a Class C California driver's license and satisfactory driving record, and must also be able to respond to callback duty after normal working hours, and on weekends and holidays.

**Knowledge:** Requires knowledge of organizational structures of government, and general local government functions, issues and operations; methods, techniques and practices of public and media resources and relations; applicable federal, state and local laws, regulations and court decisions; principles and practices of effective management and supervision.

**Ability:** Must be able to present information clearly, logically and calmly in a variety of public settings as well as during times of crisis; conduct research, compile and analyze information, and prepare clear, concise reports, press releases, informational and educational materials; organize, direct and evaluate assigned staff, and identify and provide for training needs; communicate clearly and concisely, both orally and in writing; utilize proper grammar, sentence structure and punctuation; exercise tact and diplomacy in dealing with highly charged emergency situations; establish and maintain positive and effective working relationships with a variety of people including District personnel, elected officials, other municipal representatives, media and press representatives, students and the public; operate audio, visual, and other technological equipment designed to capture images and information; operate standard office equipment including a personal computer with moderate to advanced capabilities in Microsoft Office software applications.

**Application Requirements:**

**Fire District application must be completed and filed at the Administrative Office, 2005 Grand Ave., Chino Hills, CA, 91709, by the final filing date to be considered.** Postmarks and facsimiles will not be accepted. Resumes may supplement the application, but will not be accepted in lieu of completed application form. District and job description available at Administrative Office or by mail (909-902-5260).

**Selection Process:** Application Appraisal, Written and/or Oral Presentation, Panel Interview, Finalist Interview, Background Investigation, Reference Check and Physical Examination including drug screen. **Testing tentatively scheduled for week of August 18-22.**

**Benefit Highlights:** ★ CalPERS 2.5% @ 55 Retirement Plan -- 7% of Employee Retirement Contribution Paid by District  
★ \$1,015 Flexible Monthly Benefit Bank ★ Longevity Pay ★ 12.5 paid Holidays ★ \$250,000 Life Insurance

***The provisions of this bulletin do not constitute an expressed or implied contract, and do not represent the entire job description. Any provision contained in this bulletin may be modified or revoked without notice.***

*The Chino Valley Independent Fire District is an equal opportunity employer and complies with the Americans With Disabilities Act. Reasonable accommodation requests may be submitted in writing with the job application.*

Visit our website at [cvifd.org](http://cvifd.org) or call us at (909) 902-5260