

TUALATIN VALLEY FIRE & RESCUE

EMPLOYMENT OPPORTUNITY

TITLE: Communications Officer—Community Services

DUTIES: The Communications Officer is responsible for increasing external and internal awareness of TVF&R's mission, programs, and values through a wide array of communication tools and methods. Develops and maintains positive working relationships with District employees, news organizations, and community organizations. Responds to emergency incidents as a Public Information Officer.

SALARY: \$4,444 - \$6,012 per month (depending on qualifications)
Grade 8, exempt

ESSENTIAL FUNCTIONS:

1. Proactively engages media regarding emergency incidents; responsible for Public Information Officer (PIO) duties on routine responses Monday – Friday 0800 to 1630. Also participates as a 24-hour PIO on a five week rotation with other Community Services staff. Performs PIO duties as a member of a District Incident Management Team.
2. Works across the organization to develop content for new media (pod-casts, e-newsletter, websites, social network sites, etc.) and traditional media (print, District television, public presentations, crew briefings, news releases, etc.) to enhance internal and external communications for the purpose of informing and gaining support from the public, and encouraging a knowledgeable workforce.
3. Assists Partnership and Public Information Manager in promoting District programs and initiatives through involvement with the Safety Matters newsletter, support of Operations personnel at Community meetings and development of marketing materials.
4. Makes presentations to a wide variety of community groups to promote the programs, services, and safety initiatives of the District.
5. In conjunction with the Prevention Division, assists in the development and delivery of educational materials and program.
6. Utilizes a variety of software applications to draft correspondence, develop presentations, generate reports, and update web pages.

REQUIREMENTS:

- Must possess a Bachelor degree in journalism, public relations, media relations or in a related field, or an equivalent combination of education, experience and work history in directly applicable positions may be considered in lieu of a degree.

- Five (5) years experience in media relations, journalism, public relations, or communications capacity, with a minimum of two years experience in media relations.
- Ability to read and understand, and communicate effectively in English, both orally and in writing.
- Ability to communicate effectively and present a composed and professional image in media interviews and presentations to groups of all sizes and types.
- Ability to make decisions independently in accordance with established policies and to use initiative and judgment in carrying out tasks and responsibilities.
- Ability to work comfortably in a variety of communications formats, including traditional media (print, radio, television, public speaking) and new media (pod-casts, e-newsletters, websites, social network sites, etc.)
- Ability to use tact and judgment in dealing with the public, including conflict resolution.
- Ability to think creatively and develop new concepts.
- Ability to write with clarity and in a succinct and creative fashion.
- Requires the ability to travel throughout the District to various work site locations in order to fulfill the essential functions of the position. Must possess a current, valid driver's license and maintain a driving record insurable by the District's insurer in order to drive a District vehicle.
- Solid knowledge of and ability to operate a personal computer and standard office software applications in addition to a variety of other software applications including, but not limited to desktop publishing, web development, and graphic design.
- Ability to work independently and provide great customer service to both internal and external customers.
- Ability to remain calm in emergency situations.
- Ability to establish and maintain courteous working relationships with others both inside and outside the Fire District.

Ideal Candidate Profile:

- **Has proven media relations skills.** You enjoy the challenge of advancing a story, staying on message when the tape is rolling, and responding to back-to-back incidents (even at 4 AM).

