

Public Information Specialist

Non-Classified Classification

Open for Recruitment: April 17, 2014 - April 30, 2014

Announcement # NONCLS040152

Salary Range: Approx. \$42,000.00 Annually, DOE [-Plus Competitive Benefits!](#)

Location(s): Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

The Idaho Industrial Commission is seeking an individual with an interest in providing public relations with a proven ability to communicate with the public in all facets of information dissemination.

RESPONSIBILITIES INCLUDE:

Performing public information activities in support of the agency's operations and public relations.

1. Information preparation and dissemination.

- Produces or edits informational and educational material such as newsletters, brochures, and other publications
- Maintains agency web site and works closely with agency staff to elicit content
- Responds to public information requests and conducts research as necessary
- Develops, writes, and publishes agency annual report
- Writes and distributes meeting minutes and news releases
- Researches background data to write agency newsletter
- Develops and maintains a variety of media contacts; drafts responses and provides information to media and the public
- Serves as media spokesperson for the agency

2. Information and public relations planning.

- Plans and coordinates agency seminars/conferences to include developing and submitting budget proposals for approval
- Monitors and reports on legislative activity affecting the agency
- Provides input for department information and public-relations goals and priorities
- Monitors and evaluates information and public relations effort for value and cost-effectiveness
- Advises and trains department staff regarding communication issues and methods
- Adheres to department and media time frames to ensure deadlines are met

MINIMUM QUALIFICATIONS

- **Some knowledge of:** organization, structure, and ethics of the electronic or print news

media; computer based generated graphic design; and printing procedures and techniques.

- **Experience:** communicating with the public in written and verbal formats; writing news releases or preparing general interest news for publication or broadcast; researching, composing, editing, and laying out informational material; interpreting and translating technical or specialized material into information usable by the public; and producing or editing informational material using electronic word processing.

PREFERRED QUALIFICATIONS

- Bachelor's degree or five (5) years professional experience in Communications or a closely related field.
- Experience utilizing desktop/web publishing software such as Adobe Creative Suite (Photoshop, InDesign, Dreamweaver, Illustrator).
- Experience creating and updating forms using Word and Acrobat.
- Experience developing, writing, and producing informational material for mass distribution and specialized audiences.
- Some knowledge of legislative processes.
- Proven project management and event planning skills.
- Proven organizational, interpersonal, and verbal communication skills.

To Apply: Submit letter of application (cover letter), writing sample, and resume outlining experience and education to:

**MS. DANI SPURNY, HUMAN RESOURCES MANAGER
IDAHO INDUSTRIAL COMMISSION
700 S. CLEARWATER LANE
BOISE, ID 83712**

Applications must be postmarked no later than **April 30, 2014**. Resumes and supplemental materials will be reviewed to select the most highly qualified candidates to participate in an interview examination.

The Industrial Commission encourages applications from individuals who qualify with or without reasonable accommodation. To request accommodations needed to participate in the application/interview process, call 208-332-7555. EEO/AA/VET Employer.

OVERTIME NOTICE:

At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.