



# Public Information Officer



## THE COMMUNITY

Spokane Valley is the ninth largest city in Washington State with a current population of over 107,000 located on the eastern border of the state in the heart of the Inland Northwest. We pride ourselves on quality neighborhoods and schools along with strong business and retail centers. Friendly people, natural surroundings, and beautiful weather are part of what makes our community a favorite destination.

Residents find new neighbors to be friendly, talented, and happy to help at every step. Spokane Valley continues to be the place for shopping as much as it is the place to enjoy a family event in one of our many parks. It is the home of residents who bought their first house as well as those who have discovered the amenities and unspoiled views that define the City today.

The City incorporated in 2003 and encompasses approximately 38.5 square miles of land area, with room for residential, commercial and industrial expansion. Spokane Valley has become a diverse and multifaceted modern City striving to balance both reverence for the natural landscape and view growth through the lens of sustainability. Spokane Valley's history is filled with people who shared a vision of the community unlike others and the City continues to welcome new residents and visitors alike. It also supports the businesses that serve and entertain people from across the region to enjoy sports, boating, camping, and year-round events. The City provides opportunities for a better life, along with the promise of something more.

## THE ORGANIZATION

The City operates under a Council-Manager form of government. The seven-member City Council is elected at large, and members serve staggered four-year terms. The City Council elects a Mayor from the Council to serve two-year terms. The City employs a 103.25 FTEs across nine departments. The Public Information Officer reports to the City Manager.



## THE POSITION

The Public Information Officer develops and implements a comprehensive and effective media, promotional and public information program to address external and internal audiences. This position establishes and maintains favorable relations with community leaders, the media and internal information sources. Provides professional communications support and guidance to other City departments, the City Manager and to City Council.

Responsibilities include providing information through engaging web content, news releases, social media channels, various newsletters and publications. Professional skills and a strong desire to provide superior service to both internal and external customers is critical. Must have extensive experience in providing live media interviews.

Spokane Valley has established a strong work culture of high performance through programs that have made Spokane Valley unique in service delivery. In keeping with this framework, the ideal candidate will share our culture and continue our history of reflecting the values of the community.



## THE POSITION

The Public Information Officer provides key support and assistance to City staff in development, revision and implementation of the City's information outreach and expansion programs. This position also makes presentations to supervisors, City Council, civic groups, and the public as assigned.



## THE IDEAL CANDIDATE

The City of Spokane Valley is seeking an innovative, creative, and well-rounded Public Information Officer. The ideal candidate thinks out of the box and offers demonstrated leadership capabilities and a proven track record of successful interaction with elected officials, employees, managers, the press, and the public. The position requires an individual with excellent oral and written communication skills who is accessible, adaptable, and an active listener. The City is seeking candidates who will take a proactive approach to addressing challenges and offer creative solutions to problem solving.

The successful candidate is resourceful and solution oriented, while keeping a customer service mindset. They will have the ability to manage multiple projects, develop improvements in policies and procedures and recommend goals, objectives, and practices. The Public Information Officer is expected to bring knowledge of social media, along with knowledge of principles, procedures and strategies of information outreach in a government environment.



## QUALIFICATIONS

The Public Information Officer requires graduation from a four-year college or university with a degree in public relations, communications, journalism, marketing, public administration or a closely related field; and minimum of five (5) years professional experience. An equivalent combination of related education and experience may be considered.

Qualified candidates will have experience in modern and complex principles and practices of public relations, public administration, community and media relations, and considerable skill in managing complex projects. Significant experience using various social media platforms to distribute information is required. Content development, including graphics, is desired. The Public Information Officer will have the ability to communicate effectively, orally and in writing, with elected officials,

employees, media, consultants, other governmental agency representatives, City officials and the general public.



## COMPENSATION

The annual salary for the Public Information Officer is dependent on the qualifications of the candidate selected. The full salary range is \$5,878 to \$8,899 per month.

The City also offers a generous benefits package including:

**Health Benefits (medical/dental)** – The City offers both PPO and HMO medical insurance plans through the Association of Washington Cities. The City covers the majority of medical premiums with an employee cost share. Dental, Vision, Long-Term Disability, Life, and HRA plans are also provided.

**Retirement Benefits** – The City covers employees through the State of Washington Department of Retirement Services PERS with two plan options.

**FICA Replacement** – The City does not participate in Social Security, rather it offers a 401A FICA replacement plan where the City and employee contribute the same amount as Social Security (6.2%).

**Leave Accrual** – The City offers generous vacation and sick leave plans and a compressed work schedule option.

**Holidays** – The City provides 11 paid holidays per year.

## TO APPLY

If you are interested in this outstanding opportunity, please submit a complete City application, résumé, cover letter, and list of five work-related references (name and phone number) through the City's [online application system](#).

### APPLICATION DEADLINE:

Apply Immediately. Posted June 13, 2023. First review of submitted applications will be after June 27, 2023.

Application materials will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews. If you have any questions, please do not hesitate to contact our Human Resources Office at: 509-720-5251.

