



## Harris County Emergency Services District #46

18425 Timber Forest Dr.  
Atascocita, Texas 77346  
Voice 281-852-2181 Fax 281-852-3192  
Federal ID# 76-0693285  
[www.avfd.com](http://www.avfd.com)

### **POSITION POSTING**

Harris County Emergency Services District #46 (ESD #46)/Atascocita Fire Department is currently seeking qualified candidates for the position of Public Information Officer. This is a part-time, hourly position.

#### **The Community**

ESD #46 (Atascocita) is located 25 miles northeast of Downtown Houston and is bordered by the San Jacinto River, to the North; Lake Houston, to the East; The City of Humble, to the West and unincorporated Harris County, to the South. The district is a typical bedroom community of 74,000 residents and is one of the fastest growing areas in the state. Close to shopping and entertainment, it is far enough from Houston to feel like a small town, but close enough to provide easy access to all the city has to offer.

#### **Compensation Package**

- Hourly wage: \$30 per hour (at 20 hours a week = \$31,200 annually)
  - TCDRS retirement, 6% employee contribution, 175% employer match
  - Access to fitness center(s) at district facilities
  - District provided cell phone, tablet, laptop, and uniforms.
  - Tuition Reimbursement (subject to additional conditions and availability)
  - Access to professional development/certification programs (subject to availability & approval)
- (Note: no relocation expenses are associated with this position)**

#### **Schedule**

- 10am-2pm Monday – Friday is considered normal business hours.
- Occasional non-traditional business hours for emergency incidents, presence at special events, meetings, or crisis situations.

#### **Minimum Education, Experience and Certifications**

- Bachelor's degree in public relations, journalism, marketing, mass communications or related field.
- Minimum of two (2) years' experience in professional level work.
- Familiarity with the latest trends in graphic design, web design and social media (technology and methodology).
- High level of competency with media equipment.
- Supervisory experience.
- Mastery of English language including grammar, spelling and punctuation.
- Must be able to lift 25lbs.
- Must be able to sit and stand for 8 hours.
- Valid Texas Driver's license.



## Harris County Emergency Services District #46

18425 Timber Forest Dr.  
Atascocita, Texas 77346  
Voice 281-852-2181 Fax 281-852-3192  
Federal ID# 76-0693285  
[www.avfd.com](http://www.avfd.com)

- Able to pass a pre-employment background check.
- Fire Service experience preferred.

Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of human resources.

### **General Purpose:**

The principal function of an employee in this position is to provide Harris County ESD #46/Atascocita Fire Department with communications and internal and external marketing support. This position also oversees branding and messaging; oversees protection of the organization's cultural identity, and provides counsel to the Fire Chief and all other department officers and members; manages fire department relationships with the media, and ensures quality and accurate dissemination of information. In addition, this position is responsible for the day-to-day operations of the department's communication initiatives.

### **Essential Job Functions**

Essential Job Functions are not intended to be an exhaustive list of all the responsibilities, duties and skills. They are intended to be accurate summaries of what the job description involves and what is required to perform it. Employees are responsible for all other duties assigned.

- Acts as Harris County ESD #46/Atascocita Fire Department's official spokesperson with the media.
- Operation of standard office equipment and personal computer and software applications for word processing, graphic presentations, spreadsheets, databases, information retrieval and research, and other job-related software.
- Work independently and accurately with minimal supervision on a continuous basis.
- Proactive media and community relations, through writing, reviewing and editing of news releases, newsletters, emails, articles, postings, publications and scripts.
- Facilitates news conferences and prepare all necessary materials as needed.
- Develops, implements, and maintains an effective public information program and coordinate public relations activities for the department.
- Assists and counsels department leadership concerning public relations aspects of policies, practices, procedures, programs, and actions.
- Proactively promotes department accomplishments and activities.
- Helps develop and execute communication plans for various campaigns, both internally and externally.
- Researches attitudes, opinions, and perceptions of selected internal and external groups and concerns via surveys, web applications and focus groups.
- Help retain key talent by planning or assisting with development of activities such as surveys, outings, socials, team-building events and educational development.



## Harris County Emergency Services District #46

18425 Timber Forest Dr.  
Atascocita, Texas 77346  
Voice 281-852-2181 Fax 281-852-3192  
Federal ID# 76-0693285  
[www.avfd.com](http://www.avfd.com)

- Facilitates broadcast and telephone interviews with the media as well as responses to email inquiries.
- Manages fire department's use of third-party communication websites and social media sites.
- Policy and procedure creation including, but not limited to, communications, sponsorship and crisis communications policy.
- Builds and fosters long-term working relationships with various public entities including media, citizens, school district and charter schools, community organizations, other municipal, County, regional, and state public information offices, and other associations the department deems important to the success of its mission.
- Development and maintenance of a strategic communications plan to support the department's mission and goals.
- Creation of communication strategies for various events that the department participates in or sponsors.
- Perform all work duties and activities in accordance with department policies and procedures.
- Work in conjunction with other divisions on special events and special media events including news briefings, press tours, and formal event including serving as emcee.
- Research, write and participate in the development of and approval of content for various multimedia productions (e.g. PSA, video projects, slide shows, internet, website, etc.)
- Other duties as assigned.

### **How to Apply**

All interested parties should submit the following to the address below:

- Cover letter and resume'
- Copies of all verifying documentation (i.e.: driver's license, certifications, diplomas, etc.)
- Salary history
- Three non-family personal references, with contact information
- Three professional references, with contact information

Harris County Emergency Services District #46  
c/o Mary Anne Sokol  
18425 Timber Forest Dr.  
Humble, TX 77346

### **Schedule of Events**

**Job Posting Closes: March 20, 2019**