COUNTY OF MADERA
invites applications for the position of:

Education and Outreach Coordinator

SALELY:
$4,828.23 - $5,868.75 Monthly
$57,938.79 - $70,424.95 Annually

OPENING DATE:
07/28/22

CLOSING DATE:
08/11/22 05:00 PM

The option for telework may be available. Eligibility for telework is based on the position, employee, and telework environment; not every job, or every employee, will be compatible with this approach.

Under general direction, to develop and implement education and outreach strategies designed to gain public participation and promote support of the programs and services provided by the County Clerk-Recorder/Elections Department; to make public presentations and coordinate special events; to serve as a liaison with outside organizations, advocates and community leaders to improve and sustain support of the department's programs and activities; and to do related work as required.

SUPERVISION EXERCISED

May exercise direct supervision over technical and clerical staff.

EXAMPLES OF DUTIES:

Leads, coordinates and encourages participation in voting related advisory committees; plans, coordinates, conducts, and participates in workshops, information sessions, public hearings and discussions to promote voter education and outreach activities and programs with the public and community organizations; develops and maintains an outlet through radio, television stations, and social media platforms for announcements of departmental activities and services; assists with the preparation of materials and arranges press conferences, radio, and television appearances for the County Clerk-Recorder/Registrar of Voters and/or department personnel; promotes public understanding of the programs administered by the department; writes publicity releases and feature articles on various phases of departmental activities; makes presentations or arranges for assigned staff to make presentations on election topics and the objectives of the Madera County Clerk-Recorder/Registrar of Voters; prepares exhibits, posters, and public displays for presentation at meetings and workshops; provides assistance and serves as liaison for community groups and organizations concerned with voting issues; may supervise programs; establishes/coordinates groups/committees that provide input and recommendations on election...
processes; recruits volunteers to assist with activities, including but not limited to, soliciting public participation in the development of an election administration plan and development of a voter education and outreach plan; oversees staff preparation and presentation of voter education materials; coordinates services with appropriate community groups; assists in the preparation of voter education efforts for state-mandated purposes; ensures completion of State reporting requirements; disseminates information to the public through the various communication media; assists the County Clerk-Recorder/Registrar of Voters in formulating responses to complaints from citizens, voters and community groups; attends special events serving as a representative of the County Clerk-Recorder/Registrar of Voters.

OTHER JOB RELATED DUTIES
Performs related duties and responsibilities as assigned.

EMPLOYMENT STANDARDS / MINIMUM QUALIFICATIONS:

Knowledge of:

- Functions and programs of the Office of the County Clerk-Recorder/Registrar of Voters.
- Educational/Outreach program development principles and techniques.
- Basic principles and practices of supervision and training.
- Principles, techniques, and methods of representing the Office of the County Clerk-Recorder/Registrar of Voters before the general public and other entities.
- Graphic display techniques and the styles and techniques used in developing and producing audiovisual, radio, television, and website/social media presentations.
- Techniques involved in preparing press releases.
- Principles and techniques of mass and targeted communications practices, public speaking and journalism.
- Emerging communication technologies.
- Community organizations and resources and local media outlets.
- Public relations techniques.
- Correct English grammar, spelling, punctuation, and vocabulary.
- Writing, editing, publishing and media production procedures.
- Modern office procedures, methods, and equipment including computer software and publishing software programs.

Skill to:

- Operate modern office equipment including computer equipment.
- Type and enter data at a speed necessary for successful job performance.
- Operate a motor vehicle safely.

Ability to:

- Assess political environments and develop appropriate communication strategies.
- Read, understand and apply applicable federal, state, and local laws, rules and regulations.
- Develop, implement, and coordinate an effective and responsible public relations and media liaison program supporting the department's objectives.
- Effectively communicate County regulations and procedures.
- Demonstrate resourcefulness in gathering, preparing, and disseminating voter education material.
- Write, edit, and direct the preparation of publications.
Organize and direct the work of assigned staff.
- Develop effective voter education programs.
- Supervise, train, and evaluate the work of assigned staff.
- Prepare clear, concise and comprehensive records and reports.
- Communicate clearly and concisely, both orally and in writing.
- Speak in public and before a wide diversity of groups.
- Adhere to deadlines and short time constraints.
- Maintain confidentiality of sensitive information.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Two (2) years of increasingly responsible experience involving public relations, public information and/or marketing, preferably within a local government, including some experience in a lead or supervisory capacity.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in Communications, Media, English or a related field.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid California driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment and ability to travel to different sites and locations.

**APPLICATION PROCESS:**

The application review process will include screening to ensure applications are complete and meet all minimum qualifications. In addition to the application, the applicant is required to complete the Supplemental Questions to further evaluate their education, training and experience relative to the required knowledge, skills and abilities for the position. Applicants must submit answers that are as complete as possible.

Only the most qualified applicants who pass the minimum qualifications review, will be invited to the examination process which may be administered by a written examination, oral interview, or any combination of qualifications appraisal determined by the Department of Human Resources to be appropriate. The Department of Human Resources will make reasonable accommodation in the examination process for disabled applicants. If you have an accommodation request, please indicate such on your application.
Depending upon the number of applicants meeting the minimum qualifications, applicants may be scheduled for the assessment listed below. Only the top 15 will move forward to the appraisal panel. Passing score is 70% out of 100%.

THE APPRAISAL PANEL (100%) IS TENTATIVELY SCHEDULED FOR WEDNESDAY, AUGUST 24, 2022

To move forward in the application process, you must complete an online application through our website https://www.governmentjobs.com/careers/maderacountyca. All job postings are also included via the TDD phone at 559-675-8970 and the 24-hour job line at 559-675-7697. Please attach a copy of your unofficial transcripts (indicating when degree was awarded), licenses, and certificates to your application or your application may be considered incomplete. Resumes may be uploaded but cannot be used in place of a completed application.

For an open recruitment, applicants claiming veteran’s preference must submit a copy of their DD-214 form along with the application. Candidates who attain ranking on an eligible list and are involuntarily called to active duty may be considered for eligibility reinstatement upon their return.

PLACEMENT ON THE ELIGIBLE LIST:
The Civil Service Commission may limit the number of qualified applicants eligible to participate in the examination process. If two or more candidates have the same total final score on an examination, they shall be ranked in order of their scores in that portion of the examination which has the greatest weight. The names of two or more eligibles having final ratings which are identical shall be grouped on the eligible list as tie names with equal rank for certification and appointment purposes.

Candidates who are successful in all phases of the examination process will be placed on an eligible list, in rank order based on a calculation of their total score from the examination process. The eligible list established by this recruitment will be active for a minimum of six (6) months or one (1) year, unless otherwise determined by the Director pursuant to section 6-4 (b) and may be extended for up to an additional year by the Commission.

PRE-EMPLOYMENT MEDICAL REQUIREMENTS:
As a condition of employment with the County of Madera, a candidate must submit to a Tuberculosis (TB) screening, and related follow up testing as necessary. Designated classifications* are also subject to a medical examination, which includes a review of medical history. TB screenings and medical exams are administered by the Madera County Public Health Department and/or health care professional designated by the County.

Designated classifications required to submit to an employment medical examination generally include those that are physical in nature or as may be required by law. If you have any questions about the pre-employment requirements, please contact the Department of Human Resources at (559) 675-7705 or hr@maderacounty.com.

ELIGIBILITY FOR EMPLOYMENT:
You will be required to submit verification of your identity and citizenship or legal right to work in the United States at the time of and as a condition of an offer of employment.

As a condition of employment, all prospective employees shall be required to be fingerprinted.

EQUAL EMPLOYMENT OPPORTUNITY
Madera County does not discriminate on the basis of race, color, religion, sex, gender, gender identity, gender expression, transgender status, national origin, age, disability (physical or mental), medical condition, pregnancy, genetic information, ancestry, marital status, sexual orientation, veteran or military status, political affiliation, or any other basis protected by Federal or State law.
**Education and Outreach Coordinator Supplemental Questionnaire**

* 1. (MQ) Please select the level of education you possess with major course work in Communications, Media, English or a related field.  
   **(Please attach unofficial transcripts if applicable.)**
   - High school diploma or satisfactory completion of a GED equivalency exam
   - Associate's Degree
   - Bachelor's Degree
   - Master's Degree of higher

* 2. (MQ) Please select the level of experience you possess involving public relations, public information and/or marketing, preferably within a local government, including some experience in a lead or supervisory capacity.
   - Less than two (2) years' experience
   - Two (2) to less than four (4) years' of experience.
   - Four (4) to less than six (6) years' of experience.
   - Six (6) or more years' of experience.

* 3. Do you possess some experience in a lead or supervisory capacity?
   - Yes
   - No

* Required Question