



MARICOPA COUNTY
invites applications for the position of:

Public Information Officer

An Equal Opportunity Employer

OPENING DATE: 02/14/20

CLOSING DATE: 02/28/20 11:59 PM

DEPARTMENT: Recorder

JOB TYPE: Unclassified/Full-Time

LOCATION: Phoenix, Arizona

SALARY: \$27.50 - \$36.00 Hourly

POSITION OVERVIEW:



ABOUT THE MARICOPA COUNTY RECORDER'S OFFICE:

The Maricopa County Recorder's office, is responsible for recording all documents required by law to be made public record, including documents related to real-estate transactions. Since August of 1999, we have accepted [documents electronically](#) and currently, over 83% of all documents are submitted this way. We continue to remain at the forefront of e-government. Data including our first recording on June 5, 1871, can be located on our website. Additionally, the Recorder's office oversees the voter registration process, documentation and administration for the County's 2.2 million voters and it plans a management role overseeing early voting, ballot by mail and other elections processes and administration. We are proud of the many [awards and recognition](#) we have received and that we are considered by many to be the premier recording and elections administration office in the country.

ABOUT THE POSITION:

The **Public Information Officer** (PIO) develops, organizes, and coordinates public relations, community education and information programs to inform and assist management in public relations and information activities. This position establishes and maintains contact with community groups and county officials to meet the departments public outreach goals.

POSITION QUALIFICATIONS:

We recognize your time is valuable, so please apply if you meet the following required qualifications:

Education:

- Bachelor's degree Communications, Journalism, Public Relations, Political Science, Public Administration or a related field.

Experience:

- Three (3) years of professional public relations, communications and/or community education and outreach experience.

OR

Combined education and experience:

- Equivalent combinations of education and/or communications/public relations experience may be considered in substitution for the minimum qualifications.

Other Requirements:

- Strong writing skills and knowledge of journalistic writing style.
- Experience using social media marketing strategies and the ability to create social media content.
- Must be eligible to vote in Arizona and successfully complete the next scheduled Secretary of State Election Officer Certification.
- Must possess, or have the ability to obtain by the time of hire, a valid Arizona driver's license.
- Must complete a thorough background screening.

Our Preferred Candidate has:

- Recent work samples of Graphic design, Adobe Photoshop, Illustrator and InDesign experience and knowledge of video editing.
- Experience working on elections communications, outreach, policy or administration issues and/or experience working in a government agency.
- Executive-level professional communications work which is broad, diverse and complex in nature.
- Ability to fluently speak, read and write in Spanish.
- Experience marketing information to legislatures, board officials, businesses, community action groups, nonprofit organizations, internal and external organizational stakeholders, and citizens at large.
- Experience creating and/or managing advertising and other paid communication programs.
- Working knowledge of the Maricopa-county media industry and established relationships with professionals within that industry.
- Supervisory experience.

ESSENTIAL JOB TASKS:

- Assists in the development and execution of strategies to promote the agency's message and information to the public via earned and social media, as well as through paid advertising campaigns.
- Researches, writes, and coordinates design of direct marketing materials (press releases, mailers, flyers, newsletters, etc.) for internal and external distribution.
- Manages and responds to requests by media representatives for interviews and information.
- Develops content for departmental social media sites and department web site.
- Responsible for maintaining and updating information for the public and media representatives, and ensures information is relevant, reachable, informative and current.
- Writes scripts and/or presentations for the purpose of marketing agency programs and services.
- Works within agency budget and monitors expenditures while providing quality marketing products.
- Works collaboratively with representatives of other agencies, both public and private, concerning agency programs and activities.
- Coaches and prepares elected official and staff with subject matter expertise on interview skills.
- Occasionally serves as media relations spokesperson or liaison for agency.
- May direct the work of staff.

Working conditions:

Working at a desk in an environmentally controlled office with the occasional need for travel within the county.

Maricopa County is an EEO/ADA Reasonable Accommodation Employer.

APPLICATIONS MAY ONLY BE FILED ONLINE AT:

<https://jobs.maricopa.gov>

Job #360PIO2142020
PUBLIC INFORMATION OFFICER
LP

OUR OFFICE IS LOCATED AT:

301 W Jefferson

Suite 200

Phoenix, AZ 85003

602-506-3755 (staffed Mon-Fri, 8am – 5pm MST, excluding holidays)

hrfeedback@mail.maricopa.gov

It is the policy of Maricopa County not to discriminate in employment or the provision of services. Maricopa County is an Equal Opportunity Employer. We provide reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Auxiliary aids and services are available upon request to individuals with disabilities.

Public Information Officer Supplemental Questionnaire

- * 1. Prior to hire, background investigations are conducted on candidates for positions. All information contained in your online application must be accurate, including but not limited to criminal history, education details, and employment details. Incomplete or inaccurate information contained in your online application may delay the background investigation process, or result in your removal from employment consideration. NOTE: Your resume is NOT a substitute for the information requested in the online application.
- By checking this box, I confirm that I have reviewed all information provided in my online application and believe the information to be complete and accurate to the best of my knowledge.
- * 2. Please identify your highest level of education COMPLETED. IMPORTANT: LIST ALL EDUCATION IN THE APPLICABLE SECTION OF THE APPLICATION. Please indicate type of diploma/degree, college major/minor, and name of institution. If you did not complete a degree program, include your high school diploma/GED information, as well as the number of college semester/quarter hours completed. NOTE: Failure to provide complete information will likely result in the disqualification of your application.
- Doctorate
 Master's degree
 Bachelor's degree
 Associate's degree
 Technical school (non-Associate's degree)
 High School diploma or GED
 Less than a High School diploma or GED certificate
- * 3. Please identify your years of professional public relations, communications and/or community education and outreach experience.
- 3 or more years
 2 or more years but less than 3 years
 1 or more years but less than 2 years
 Less than 1 year
 No experience
- * 4. Do you have experience using Social Media Marketing via Facebook's ad platform and Google AdWords?
- Yes
 No
- * 5. If you indicated in the previous question that you have experience, please describe that experience and include your title, name of agency you worked for and your main responsibilities. Indicate "N/A" if you do not have experience.
- * 6. Do you have work samples of Graphic design, Adobe Photoshop, Illustrator and InDesign experience and knowledge of video editing to present at the interview?
- Yes
 No

- * 7. If you indicated in the previous question that you have experience, please describe that experience and include your title, name of agency you worked for and your main responsibilities. Indicate "N/A" if you do not have experience.

- * 8. Do you currently possess, or have the ability to obtain by the time of hire, a valid Arizona driver's license?
 - Yes
 - No
- * 9. Do you have supervisory experience?
 - Yes
 - No
- * 10. This position requires candidates to be registered or eligible to register to vote in Arizona.
 - I have read and acknowledged this statement
- * 11. This position requires a candidate to successfully complete the next Secretary of State Election Officer Certification.
 - I have read and acknowledged this statement.
- * Required Question