

Interested individuals must submit a completed official SJVAPCD application and supplemental application form by 5:30 p.m. on Monday, October 19, 2009, to the District Personnel Office located at 1990 E. Gettysburg Ave., Fresno, CA 93726. For an application packet or more information, contact the District Personnel Office at (559) 230-6010 or visit www.valleyair.org. Resumes are not accepted in lieu of an official application. Postmarks and faxes are not accepted.

PART-TIME

AIR QUALITY EDUCATION REPRESENTATIVE I/II

I - \$20.77-\$25.26/hr.

II - \$24.05-\$29.25/hr.

The San Joaquin Valley Air Pollution Control District is recruiting for a part-time Air Quality Education Representative specializing in public affairs, media relations, communications and public relations/marketing. The eligible list established as a result of this recruitment will be used to fill the current vacancy located in the Fresno Office, and may also be used to fill future vacancies.

Air quality education representatives participate in outreach activities such as marketing and advertising campaigns, educational activities, seminars, health fairs, workshops, and special events; plan, coordinate, write, and oversee the production of a variety of outreach materials such as newsletters, informational brochures, and videos; respond to public and media inquiries regarding District regulations, permit processes, enforcement, legal authority, and air quality conditions; develop and implement communication strategies; coordinate the dissemination of smog advisory and smog alert information to radio, television, and newspaper publications; assist with media relations, participate in news conferences, and prepare news releases. The candidate must possess basic keyboarding skills.

The ideal candidate will have a vast knowledge in video production including all aspects of Adobe Productions software, web design, and new media including Facebook and Twitter. The individual selected will work approximately 20 hours per week and will periodically need to work evenings and weekends.

QUALIFICATIONS:

This position is suitable for candidates with a bachelor's degree in communications, journalism, marketing, advertising, or a closely related discipline. Experience in the public information or communications profession may be substituted for the education to a maximum of two (2) years.

OTHER REQUIREMENTS:

Must possess a valid California Driver License and meet the automobile insurability requirements of the District. Prior to consideration for hire, recommended candidates must submit a California Department of Motor Vehicles driver printout, sign a waiver to release all information regarding current and past employment history and complete a conflict of interest form.

SELECTION PROCESS:

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All applications and supplemental application forms will be reviewed based on the necessary employment standards for the position. Those candidates who are considered most qualified will be invited to participate in an oral exam, weighted at 100%. EOE