



ECTOR COUNTY, TEXAS
HUMAN RESOURCES DEPARTMENT

PUBLIC INFORMATION OFFICER
ECTOR COUNTY COMMISSIONERS COURT

The Ector County Commissioner's Court is in need of a Full-Time Public Information Officer. The Public Information Officer is under the direct supervision of the Commissioner's Court.

PRIMARY DUTIES: The PIO will plan, collect, prepare coordinate and disseminate all current public information regarding all aspects of county operations. The PIO will prepare and release announcements, speeches, and coordinate public information programs and events for the public, Commissioners Court and county-wide operations. The PIO will serve as a liaison connecting the Commissioners Court, communications and media representatives, community and civic groups, public agencies and private organizations. This position may require work in secure facilities and safety-sensitive situations, requiring the ability to maintain confidentiality and to operate in accordance with all federal laws, state statutes, county ordinances, and other regulations. Complete job description can be found in Human Resources.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Journalism, Communications, Marketing, Public Relations, Advertising or a directly related field AND five (5) years of progressively responsible public information, public relations, public information writing, public affairs/ community relations/outreach or similar such program experience. Must have a valid Texas driver's license with an insurable driving record.

SALARY: Depending On Experience. Must be available to respond to media events, crime scenes and public interest events seven days per week, 24-hours per day. This is a temporary position budgeted through December 31, 2020; however, if the position is successful, it may be extended into a regular, full-time position with health/dental/vision/life insurance; free wellness clinic; FSA; sick/vacation/emergency paid leave; paid holidays; and other benefits.

DEADLINE: Until sufficient applications have been submitted for consideration.

Please apply in Human Resources Department at the Ector County Annex Building 1010 E. 8th Street, Room 126, Odessa, Texas. Ector County does not discriminate on the basis of race, color, national origin, sex, religion, age and disability in employment or the provision of services.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. This employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. Passing a pre-employment urinalysis drug screen is required.

08/10/2020

Job# 587