



GROUP COMMUNICATIONS OFFICER

Public Safety Group Executive Office

Anticipated Hiring Range: \$80,000 to \$86,000 Annually
Excellent Benefits Package

MINIMUM QUALIFICATIONS

APPLICANTS MUST POSSESS THE FOLLOWING:

A bachelor's degree from an accredited U.S. college or university, or a certified foreign studies equivalency AND three (3) years of experience that demonstrates the ability to perform the essential functions of the classification; OR, a combination of experience and/or education as stated above.

Note: A master's degree or higher degree may substitute for a total of one year. In order for education to substitute for work experience as indicated above, college level coursework must demonstrate progress toward a degree and may be substituted on a year-for-year basis. Qualifying experience will include CAO Staff Officer or Project Manager experience that involves leading projects.

Experience in crisis management, emergency response, disaster recovery, or business continuity, is a plus. Certified Emergency Manager (CEM) is highly desired.

SALARY & BENEFITS



COMPENSATION

The anticipated hiring range is \$80,000 to \$86,000 annually.

Salary placement for this position is dependent upon the qualifications of the successful candidate. Salary reviews are performance-based and goal oriented.

BENEFITS

- May be eligible for relocation allowance up to \$10,000
- Fifteen days of paid vacation, thirteen days of paid sick leave, and thirteen paid holidays
- Medical, dental, and vision insurance plans
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options
- Defined benefit retirement program
- Reciprocity with other governmental retirement systems may be granted; for further information, visit the website for the [San Diego County Employees Retirement Association](#)
- Deferred Compensation Program 457 and 401(a) plans

THE POSITION



GROUP COMMUNICATIONS OFFICER

This is an unclassified management class in the Public Safety Group (PSG) Executive Office and will be the primary media and public affairs contact of the PSG Departments: Sheriff, Public Defender, Probation, Office of Emergency Services (OES), Animal Services, Department of Child Support, Medical Examiner, District Attorney and Fire Authority.

THE IDEAL CANDIDATE

The ideal candidate will possess the following:

- Ability to establish effective working relationships with management, employees, media personnel, stakeholders, and the public representing diverse cultures and backgrounds
- Demonstrated expertise in strategic communications practices, including but not limited to media relations, public affairs, social media, outreach campaigns, paid and earned media and internal communications
- Experience leading a crisis communication effort, including information gathering and dissemination, media interviews, press conference preparation for subject matter experts, rumor control, and coordination with other agencies
- Experience working with governmental/public agencies such as a public affairs and/or communications representative
- Ability to work in a fast-paced large governmental organization and successfully handle multiple priorities and projects with strict deadlines
- Demonstrate organizational acumen and understand organizational politics
- Experience translating complex concepts and technical terminology into easy-to-understand information appropriate for a variety of platforms, such as websites and social media, to help the public understand the programs and services offered by the County
- Ability to effectively support County executives in presenting clear and applicable information to diverse stakeholders, including drafting speeches, scripts for senior executives, press releases and departmental responses to media outlets
- Ability to work independently, exercise due diligence when researching inquiries and demonstrates appropriate judgment in answering questions and releasing information
- Experience with California Public Records Act
- Composes and reviews departmental presentations, reports, and other communication products (e.g. flyers) for programs, campaigns or initiatives.



PUBLIC SAFETY GROUP EXECUTIVE OFFICE

The Public Safety Group (PSG) improves public safety and criminal justice in San Diego County and communicates and coordinates within the group and community to deliver high quality programs and services. Our Group Communications Officer will provide support by developing communication strategies and serve as the primary contact for media and public affairs requests, as well as lead communication during crisis events. The Group Communication Officer works in collaboration with the PSG Departments and the County Communications Office to manage publicity, media activities, handle event inquiries, respond to public records requests, coordinate social media activities, assist in providing media training and may produce and design correspondence and promotional material.

The Group Communication Officer delivers direct support and/or may serve as the primary contact for several PSG departments. The departments led by elected officials, the Sheriff and District Attorney, have in-house communication professionals who manage their needs; the ability to collaborate effectively, as needed, is essential.

Of significant importance is the key role the Group Communication Officer will play in preparing for and responding to natural disasters and emergencies. Our expectation is the Group Communication Officer will lead communication efforts, provide direction for a team of communication experts, liaise with community partners, track effectiveness of information shared with the community and be amongst the first to respond in a crisis. Knowledge and experience working in a Joint Information Center is preferred.



ABOUT THE COUNTY

VISION: A region that is Building Better Health, Living Safely and Thriving

MISSION: To efficiently provide public services that build strong and sustainable communities

VALUES: Integrity, Stewardship and Commitment



18,024
Employees



\$6.25 Billion
Budget



Greg Cox
Supervisor,
District One



Dianne Jacob
Supervisor,
District Two



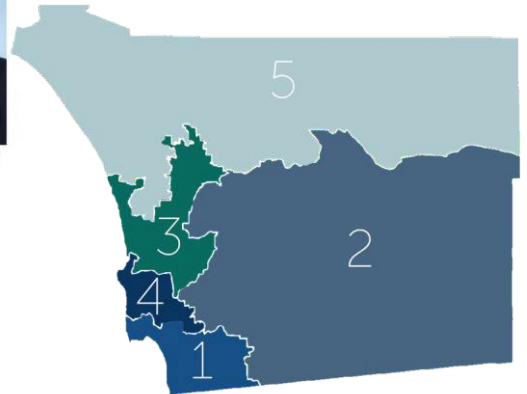
Kristin Gaspar
Supervisor,
District Three



Nathan Fletcher
Supervisor,
District Four



Jim Desmond
Supervisor,
District Five



The County of San Diego is governed by a five-member Board of Supervisors. The supervisors set priorities and approve the County's two-year budget.

For more information click on the icons below:



2018-2019
[San Diego County
Annual Report](#)



2020-2024
[San Diego County
Strategic Plan](#)

[Diversity & Inclusion](#)

[Employee Resource
Groups](#)

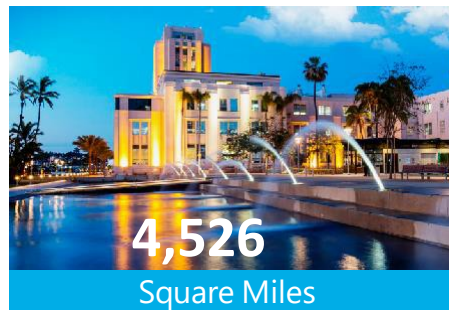
[Veterans](#)

THE COMMUNITY OF SAN DIEGO

From our world-class beaches to almost year-round sunny weather, San Diego offers our residents much more than sun and waves. Downtown you can watch a Padres game at Petco Park or enjoy one of the fine-dining restaurants in the Gaslamp.

SAN DIEGO WEATHER ANNUAL AVERAGES

- **HIGH TEMPERATURE:** 70°F
- **LOW TEMPERATURE:** 58°F
- **RAINFALL:** 10.4 INCH



Heading east you will find mountains that may be covered in snow depending on the time of year. Head south and you will start to truly see the diversity in both geography and cultures. Head west, and you will run into over 70+ miles of pristine coastline.



The County of San Diego is committed to valuing diversity and practicing inclusion because our diverse workforce is our greatest asset and our customers are our number one priority.



The County of San Diego and its employees embrace the Live Well San Diego vision: A region that is Building Better Health, Living Safely and Thriving. For more information please visit www.livewellsd.org

HOW TO APPLY

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

1. Complete the online application at www.sandiegocounty.gov/hr; select the current job postings link.
2. Attach your résumé and cover letter.
3. Attach a copy of college degree, final transcript, diploma, or completion letter*.
4. Attach a copy of a recent individual worksample you personally developed. Examples may include an article, brochure, brief, presentation, report writing, etc.

During the interview process you may be asked to present a copy of your portfolio for review.

5. Complete Supplemental Questionnaire with your application.

*Note: If qualifying with a letter of completion, a copy of your degree or final transcript must be submitted at time of appointment.

SPECIAL NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of a job, on a case-by-case basis.

CONTACT INFORMATION

You may direct any questions regarding the application and selection process to Anna Lisa Acedo, Human Resources Services Manager, Department of Human Resources at AnnaLisa.Acedo@sdcounty.ca.gov.

Questions regarding the position or department should be directed to Billie Jean Tamayo, Group Human Resources Director for the Public Safety Group at BillieJean.Tamayo@sdcounty.ca.gov.