



MOBILE COUNTY PERSONNEL BOARD  
invites applications for the position of:

## DIRECTOR OF PUBLIC AFFAIRS AND COMMUNITY SERVICES (MOBILE COUNTY)

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<b>SALARY:</b>	See Position Description
<b>OPENING DATE:</b>	06/20/16
<b>CLOSING DATE:</b>	07/01/16 11:59 PM
<b>GENERAL INFORMATION:</b>	

This is administrative work in the coordination of public information and the organization and direction of public relations and community service events for all jurisdictions under the Mobile County Commission.

### NOTICE:

**Documents are not automatically attached to your JobOpps account (profile). You must select and attach required documents to every application through the *attachments* tab on the application screen when you are applying.**

It is extremely important to provide a valid email address on your application and to monitor the email account for notifications and additional information.

As you create a JobOpps account, you will be asked for Notification Preferences (email or paper). Paper notification is not available; therefore, "email" should be selected. All notifications will be sent by email only.

To ensure that messages arrive in your inbox safely, please add **@personnelboard.org** and **@governmentjobs.com** to your Safe Sender list. If you need details on how to add email addresses to your Safe Sender list, please refer to the Help documentation of your email program, or contact your email service provider.

<u>JURISDICTION</u>	<u>YEARLY RATE</u>
MOBILE COUNTY	\$73,348 - \$117,257

**EXAMINATION: IMPORTANT NOTICE TO APPLICANTS. READ CAREFULLY.** No written or oral examination will be required. Applicants will be scored on the basis of an evaluation of their education, training, experience and personal qualifications as outlined by the candidates' sworn statements in their application, upon corroborative evidence obtained by investigation and the applicants' responses to the job-specific Supplemental Questions. Applicants must provide all background information and supportive documents as requested on the application, supplemental questions and job posting.

### REQUIREMENTS:

**MINIMUM QUALIFICATION REQUIREMENTS:** Attainment of a minimum of a bachelor's degree

from a recognized college or university in journalism, communications or closely related field, and a minimum of five years' responsible experience in public relations, communications and governmental affairs; or a combination of education and experience equivalent to these requirements.

**ESSENTIAL REQUIREMENTS OF THE WORK:** Thorough knowledge of English usage and journalism; good knowledge of publishing software and Internet technology; good knowledge of the principles, techniques and objectives of governmental affairs and public information/public relations; ability to direct and develop news stories, articles and speeches to promote governmental affairs; ability to direct and present information, both orally and in writing, to a variety of communication representatives; ability to interpret and explain laws, regulations and policies governing governmental affairs; ability to meet and deal effectively with public officials, community groups, media and the general public; ability to meet assigned deadlines; ability to meet and discuss problems and complaints tactfully, courteously and effectively; ability to plan, schedule and coordinate special events and tours; ability to represent County government concerns in local, state and national issues; ability to establish and maintain effective working relationships with public officials, other employees and the general public.

### **DESCRIPTION:**

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.) Promotes and develops public relations activities and community events to enhance community understanding of governmental services; coordinates and publicizes governmental programs and achievements; plans public information programs and implements such programs by working with all news media; writes news releases and directs press conferences; conducts radio and television programs to disseminate information regarding governmental functions that are of interest to the public; prepares written media for employing jurisdictions; plans, schedules and coordinates special projects, programs, functions and events; procures contracts and insurance certificates; directs and represents employing jurisdictions in community activities; addresses civic, business, and service organizations on public service matters; represents the County in public meetings; maintains communication with departmental staff, media representatives, civic and community groups and the general public; evaluates the effectiveness of media outreaches; answers public inquiries; performs related work as required.

### **IMPORTANT INFORMATION:**

An employee in this class is responsible for formulating, directing, and supervising community service events and the flow of information to promote and enhance communication between employing jurisdictions and the public. Work is performed under the general direction of the County Administrator and entails organizing, directing and assimilating news releases and public service announcements to the public, media and public officials, organizing, coordinating and directing special community events and using electronic and written communication to disseminate information. Supervision is exercised over subordinate support personnel as assigned.

#### **IMPORTANT INFORMATION FOR ALL APPLICANTS**

#### **NOTICE:**

**Documents are not automatically attached to your JobOpps account (profile). You must select and attach required documents to every application through the *attachments* tab on the application screen when you are applying.**

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All applications must be submitted online through the Mobile County Personnel Board *JobOpps* site.

**Paper applications will not be accepted and will be returned.**

An email address is required for all applications. For information on obtaining an email address, visit the [FAQs link](#) on the [Job Opportunities](#) page at [www.personnelboard.org](http://www.personnelboard.org). The Mobile County Personnel Board does not endorse any particular provider.

Accuracy and truthfulness are of primary importance for Merit System employment and all applications are reviewed with this in mind. Errors, omissions and inaccurate information on the application will be construed as an incomplete application and will result in rejection of the application. Therefore, special attention should be given to each and every question and every attempt made to answer each correctly.

Resumes will not be accepted in place of completing the education and experience sections of the application.

### **INCOMPLETE APPLICATIONS WILL BE DISQUALIFIED**

Applications **must be complete** and **all required or supplemental documents** (college transcripts, driver's license, and/or certifications) **must be attached at the time of submitting the application**. See the job posting and the supplemental questions for required documents for each job posting.

**If needed, computers and scanners are available in our office  
at 1809 Government Street, Mobile, Alabama.  
Our office hours are 8:00 am to 5:00 pm Monday - Friday, except for major holidays.**

**Only one application will be accepted per applicant per job posting.  
Subsequent applications submitted for the same job posting will be rejected.**

### **COLLEGE TRANSCRIPTS**

College transcripts, where required or otherwise to be considered, must be attached as part of completing an application. Grade reports, computer downloads of grades, and diplomas are not transcripts and will not be considered. **Transcripts must be either an official or student copy issued by the educational institution**. See the [College Transcript Information](#) link on the [Job Opportunities](#) page at [www.personnelboard.org](http://www.personnelboard.org) for additional information and requirements regarding educational transcripts.

**OPEN TO:** All who meet the requirements as set forth in the job posting and who may lawfully be appointed to a position. Applicants for sworn law enforcement positions must be U.S. citizens.

**RESIDENCE REQUIREMENTS:** Unless otherwise stated in the job posting or supplemental questions, there are no residence requirements in order to apply. Applicants must bear all expenses incurred in reporting for testing or appointment. Upon appointment, the law gives the right to each Appointing Authority (Employer) to fix any further legal requirements regarding residence.

**FINAL DATE FOR FILING APPLICATION:** The completed application should be returned as soon as possible. In the event of tied scores, Rule 8.1 dictates that ties will be broken by the order in which applications are filed. Applications must be submitted by the final filing date and time specified on the job posting.

**VETERANS PREFERENCE:** For complete information on Veterans Preference points on an open competitive application, view the [Veterans Information](#) link on the [Job Opportunities](#) page at [www.personnelboard.org](http://www.personnelboard.org).

**MEDICAL EXAMINATION:** Eligibles selected for appointment must meet the established medical and physical standards for the class of work. The medical examination must be by one of the physicians designated by the Personnel Board. Appointees must bear the cost of the examination.

The Mobile County Personnel Department reserves the right to limit the number of applicants summoned for interview. In such instances, a preliminary appraisal of qualifications, as indicated by the completed application, will be utilized as a guide in the selection of candidates to be summoned.

Aid and assistance in the examination procedure is available for the visually or otherwise disabled. Assistance may be requested by contacting the Mobile County Personnel Board at 251-470-7727.

A "Practice Test Seminar" is held in the Personnel Department Office, 1809 Government Street, Mobile, Alabama, at 9:00 a.m. on the third Wednesday of every month. The purpose of these seminars is to acquaint applicants or interested citizens with design format and procedures utilized by the department in its administration of written test selection devices. Inasmuch as testing facilities are limited, the seminars will be on a first come, first served basis, as long as space remains available.

NOTICE: The continuing eligibility for appointment of those who secure a place on the eligible list is subject to future changes in specifications.

DONALD DEES, DIRECTOR

THE AGENCIES WE SERVE ARE EQUAL OPPORTUNITY EMPLOYERS

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APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position ##19935-0616
<a href="http://www.personnelboard.org">http://www.personnelboard.org</a>						DIRECTOR OF PUBLIC AFFAIRS AND COMMUNITY SERVICES
						(MOBILE COUNTY)
P.O.		Box		66794		AB
1809		Government		Street		
Mobile,		AL		36660-1794		
251				470-7727		
<a href="mailto:mcpb@personnelboard.org">mcpb@personnelboard.org</a>						

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