



THE CITY OF **SAN GABRIEL**
IS CURRENTLY RECRUITING FOR

Management Assistant (Public Information Officer)
\$4,034 - \$4,903 monthly

The Opportunity & Ideal Candidate:

The City of San Gabriel seeks a candidate with outstanding verbal and written communication, problem-solving, and critical thinking skills. Our ideal candidate will have a background in communications and public policy; a demonstrated ability to multi-task; a strong technological orientation, with web management skills highly desirable; and successful experience interacting with the media. A key component of the new Public Information Officer's first year will be to develop and implement communications strategies including enhanced outreach to San Gabriel's non-English speaking communities, and development (in collaboration with others) of an emergency communications plan. This position reports directly to the City Manager; the selected candidate must exhibit a high degree of professionalism and demonstrated ability to interface with a diverse population.

Position Summary:

Under supervision of the City Manager, the Public Information Officer will perform a wide range of moderate to moderately complex analytical and administrative duties, including serving as the City's public information officer; developing communications strategy; handling legislative review and advocacy on behalf of the City; conducting diversity and outreach initiatives; providing technical and administrative support to the City Manager; conducting surveys and performing research and statistical analysis on administrative, budgetary, program, and/or operational issues; and maintaining accurate records and files.

The individual selected will participate in decisions related to media policies and/or actions; develop and build relationships with public and nonprofit agencies, community members, and the media; participate in emergency communications; post content to the City's website and social media; coordinate production of the City's quarterly community newsletter, the City's weekly Council newsletter; conduct citywide community outreach efforts; and perform other duties as assigned.

Minimum Qualifications:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be a B.A./B.S. degree from an accredited college or university with major course work in journalism, communications, public relations, public policy, or related field, and two years of experience writing press releases and articles for publication. A background or substantial work experience in journalism, social media, web management and production, communications, public relations or a related field is desirable. Experience with website maintenance is highly desirable, as is experience facilitating dialogue among diverse audiences. *Proficiency in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish is desirable* – bilingual compensation program of \$100 monthly.

Compensation:

Range: \$4,034 - \$4,903 per month. Benefits include a generous cafeteria-style allowance for medical, dental, and vision; participation in the CalPERS Retirement System (2% @ 60 for “classic” PERS members and 2% @ 62 for new PERS members; current full-time San Gabriel employees will remain in their existing tier); city-paid life insurance, long-term disability, and Employee Assistance Program; sick leave, vacation, and holiday time; education tuition reimbursement; and payment of retiree (and family) health insurance per established vesting schedule.

Application Procedure:

Candidates must complete a City of San Gabriel application; a resume and cover letter are strongly recommended. Application, plus any additional materials, must be received by the Human Resources Office at City Hall by 5:00 p.m. on Friday, September 5, 2014. Applications are available on the City’s website or at City Hall. *Faxed or emailed applications and/or resumes are not accepted.*

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Office at least five (5) days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 圣蓋博市是平等機會的雇主

*Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn.
Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.*

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo,
apoyamos a los candidatos calificados a aplicar.

HUMAN RESOURCES OFFICE

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