



CITY OF CORVALLIS  
invites applications for the position of:

# Public Information Officer

## City Manager's Office

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**SALARY RANGE:** \$5,201.60 - \$6,638.71 Monthly

**ADDITIONAL INFORMATION:** Full-Time, 40 hours/week  
Non-Represented, FLSA Exempt

**OPENING DATE:** 04/20/15

**CLOSING DATE:** 05/11/15 05:00 PM

**POSITION SUMMARY:**

The City of Corvallis is currently accepting applications for a Public Information Officer. The primary responsibilities for this position include maintaining positive relations between the public and the City and providing strategic counsel to senior management.

In addition, the Public Information Officer communicates with the media; maintains and manages content for the City's website, social media accounts, government access channel and City newsletter; coordinates Citywide events, promotes public awareness and understanding of City services, facilitates public participation efforts, coordinates annual Board and Commission Orientation, oversees citizen complaint process and requests, and attends all City Council and standing committee meetings including executive sessions.

Visit the City of Corvallis website for a complete [position description](#) including essential functions and qualifications.

**QUALIFICATIONS AND SKILLS:**

Bachelor's degree in Journalism, Communications, Marketing or Public Relations or related field and at least three years of professional experience in managing public affairs or public relations.

Experience and knowledge of the Corvallis community and alignment with City of Corvallis vision, mission and values highly preferred. Experience working in public or government agency sector preferred.

Possession or ability to obtain a valid Oregon Drivers License. Ability to pass a pre-employment background and/or criminal history check.

**HOW TO APPLY:**

Qualified applicants should visit the City of Corvallis website [www.corvallisoregon.gov](http://www.corvallisoregon.gov), Job Opportunities, to complete an online application.

Applicants **must** submit a cover letter, resume and a written response to the following scenario:

**Scenario:** The Corvallis City Council recently adopted the following goal:

*Over the next two years, take bold action to address climate change by (1) supporting the energy conservation efforts of the Corvallis Georgetown University energy prize team, and (2) adopting and beginning to implement a comprehensive, long-term climate action plan that will significantly reduce Corvallis' greenhouse gas emissions and foster Corvallis' resilience to the effects of climate change.*

Please create an outline of a public outreach plan for the roll out of the public engagement process for the Climate Action Goal.

**Background:** Corvallis has a very engaged community and proposals require significant public review and scrutiny. Some available resources to understand public participation in Corvallis:

<http://www.corvallisoregon.gov/index.aspx?page=51>

<http://archive.corvallisoregon.gov/0/doc/417067/Electronic.aspx>

<http://www.corvallisoregon.gov/index.aspx?page=89>

**Application with cover letter, resume and scenario response must be received by 5:00 p.m. on May 11, 2015. Incomplete applications will not be considered.**

"The City of Corvallis is Committed to Excellence in Customer Service Through its Employees."  
An Affirmative Action/Equal Opportunity Employer in Compliance with ADA

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APPLICATIONS MUST BE COMPLETED ONLINE AT:  
<http://www.corvallisoregon.gov> Job Opportunities

Position #10135  
PUBLIC INFORMATION OFFICER

OUR OFFICE IS LOCATED AT:  
501 SW Madison Avenue  
PO Box 1083  
Corvallis, OR 97339  
541-766-6902  
TTD/TTY Oregon Relay 711  
[Human.Resources@corvallisoregon.gov](mailto:Human.Resources@corvallisoregon.gov)

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