



STATE OF SOUTH CAROLINA

DHEC-CO/COS2600 Bull Street
Columbia, SC 29201<http://www.jobs.sc.gov>**INVITES APPLICATIONS FOR THE POSITION OF:
Public Information Director I***An Equal Opportunity Employer*

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

OPENING DATE: 07/06/18**CLOSING DATE:** 07/15/18 11:59 PM**JOB TITLE:** Public Information Director I**CLASS CODE:** BC30**POSITION NUMBER:** 61006103**SLOT NUMBER:****STATE SALARY RANGE:**

\$39,960.00 - \$73,935.00 Annually

AGENCY HIRING RANGE - MIN: \$39,960**AGENCY HIRING RANGE - MAX:** \$65,000**LOCATION:** Richland County, South Carolina**JOB TYPE:** FTE - Full-Time**NORMAL WORK SCHEDULE:** Monday - Friday (8:30 - 5:00)**RESIDENCY REQUIREMENT:****RESIDENCY REQUIREMENT SPECIFICS (IF ANY):****AGENCY SPECIFIC APPLICATION PROCEDURES:**

If you meet the requirements of the position and would like to be considered, you must submit a state application online. Please complete the state application to include all current and previous work history and education. A resume will not be accepted nor reviewed to determine if an applicant has met the qualifications for the position. The quality of the application presented (completeness and accuracy as well as grammar and spelling) will be considered prior to the offer of an interview. A criminal records check will be conducted prior to an offer of employment. Applications will be accepted until 11:59 p.m. on the stated closing date.

JOB RESPONSIBILITIES:

The Department of Health and Environmental Control (DHEC) is a state agency charged with promoting and protecting the health of the environment and the public in South Carolina. The agency has approximately 3,400 employees who work across the state to support a vision of healthy people living in healthy communities.

The Public Information Officer position is responsible for serving as a spokesperson for the agency, including collaborating with agency subject matter experts to develop responses to media inquiries; writing and distributing press releases; conducting on-camera interviews;

developing and managing content for the employee portal, social media, and other written materials; monitoring local, state, and national media outlets for information pertinent to the agency; and, helping conduct media relations training for agency staff.

The position reports to the Director of Media Relations and requires an individual with excellent written and oral communications skills, project management expertise, and strong interpersonal skills.

MINIMUM AND ADDITIONAL REQUIREMENTS:

MINIMUM QUALIFICATIONS:

A Bachelor's degree and at least five (5) years of professional experience in print/broadcast journalism or public information dissemination.

ADDITIONAL REQUIREMENTS:

- Superior writing, editing and proofreading skills.
- Ability to analyze complex issues and work with subject matter experts to communicate complex technical information in a way that is relevant and compelling to the general public.
- Experience prioritizing workloads and meeting strict deadlines in an environment with multiple projects and changing priorities.
- Experience writing and placing stories and editorials in electronic and print media.

PREFERRED QUALIFICATIONS:

- At least eight (8) years of experience in the field of public information dissemination
- Demonstrated experience in planning, developing and implementing public relations strategies for an organization.
- Professional experience in a health or environmental-related field
- Demonstrated on-camera experience

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.jobs.sc.gov>

OR

2600 Bull Street
Columbia, SC 29201

Job #79039

PUBLIC INFORMATION DIRECTOR I
WC

Public Information Director I Supplemental Questionnaire

- * 1. Supplemental questions are considered part of your official application. Any misrepresentation will result in your disqualification from employment. Please complete the state application to include all current and previous work history and education. A resume will not be accepted or reviewed if an applicant has met the qualifications for the position. I have read and acknowledge the above statement.

Yes No

- * 2. Applicants indicating college credit or degree(s) on the application may upload an unofficial copy of the transcript as an attachment to the application. Please note that the agency will require an official, certified copy of the transcript or diploma prior to hiring. I have read and acknowledge the above statement.

Yes No

- * 3. If this position requires the applicant to possess a valid driver's license to operate a state vehicle or personal vehicle, any applicant being considered in the final stages of selection for the position will be required to provide a certified copy of a 10 year driving record. I have read and acknowledge the above statement.

Yes No

* 4. How did you hear about this position?

- State NeoGov Website
- LinkedIn, Twitter, Facebook
- Employee Referral/Agency Recruiter
- College Job Board
- External Job Board (SC Works, Indeed, Association)
- DHEC Career Fair
- Other

* 5. Are you available to work extended and flexible hours with some in-state and out-of-state travel?

Yes No

* Required Question