



King County

Invites Applications for the Position of:

Communications Specialist III

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King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 08/23/16 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 09/12/16 04:30 PM (GMT -8:00)

SALARY: \$69,846.40 - \$88,524.80 Annually

LOCATION: King Street Center - 201 S Jackson St, Seattle

JOB TYPE: Career Service, Full Time, 40 hrs/week

DIVISION: Department of Natural Resources & Parks - Water and Land Resources Division

JOB NUMBER: 2016MK06065

SUMMARY:

King County Water and Land Resources Division is seeking an organized, creative and resourceful self-starter to develop and implement effective communication strategies that will engage and inform the public about flood risk reduction capital projects, and improve flood preparedness and community resilience through education and outreach.

The Communication Specialist 3 position is located in the River and Floodplain Management Section. This position will be responsible for a variety of flood risk reduction awareness, preparedness, outreach, and community engagement actions implemented on behalf of the King County Flood Control District (District). The District's work is guided by the 2006 King County Flood Hazard Management Plan and its 2013 Progress and Update Report available on King County's web site at

<http://www.kingcounty.gov/environment/waterandland/flooding/documents/flood-hazard-management-plan-update.aspx> .

WHO MAY APPLY: This position is open to the general public. First consideration will be given to qualified career service employees of King County who are

members of the International Brotherhood of Teamsters Local 117 Professional and Technical

JOB DUTIES:

- Coordinate with the District to implement communications protocols for review and oversight of all outreach and community engagement activities conducted on behalf of the District. Establish and maintain communications standards.
- Provide strategic guidance to Section management and project managers on communication strategies and plans, including the identification of key audiences and successful communications methods.
- Implement community outreach and engagement actions in collaboration with project teams to pro-actively engage the community in capital construction project design, implementation, and maintenance.
- Lead an annual flood awareness campaign conducted on behalf of the King County Flood Control District. Participate in regional flood awareness efforts such as the Take Winter By Storm partnership (see <http://takewinterbystorm.org>).
- Curate river-related information for King County Rivers social media platforms. Develop, coordinate and manage web content, outreach, and educational materials.
- Determine budget needs of communications program elements and monitor expenditures.
- Work with community groups and/or internal customers to assess communications needs and evaluate the effectiveness of different programs and tools in achieving measurable program outcomes.
- Develop effective networks with other agencies, local governments, and non-governmental groups to support development and implementation of flood risk reduction projects and programs.
- Collaborate with internal King County staff from multiple disciplines to implement river and floodplain management projects and address technical and policy issues.
- Participate in consultant and vendor selection processes; oversee the work of consultants and vendors.
- Support media relation activities with the Department of Natural Resources and Parks Public Affairs office.
- Participate in flood warning and emergency response programs and activities.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Our ideal candidate will have strong organizational skills, excellent written, verbal and visual communications skills, and exceptional customer service skills with the ability to work independently and on a team, with a high degree of accountability. They will have a bachelor's degree in communications, marketing, public relations, social science, political science, public administration, public relations, environmental studies, landscape architecture, behavioral psychology or related fields and at least three (3) years of successful experience in one or more job function areas listed above, or equivalent education and/or experience that provides the knowledge to meet the job functions.

The most competitive candidates will have at least three years of relevant work experience implementing communication strategies utilizing a variety of tools and techniques, and have demonstrated experience in the following areas:

- Strong interpersonal communications skills, with the ability to work with a team to support creation of written and graphics materials, presentations, and outreach strategies.
- Ability to work effectively with diverse groups in politically sensitive and potentially contentious environments including government officials, the public, community groups, and organizational colleagues.
- Project management skills including consultant contracts; developing scope, schedule and budget; principles of managing projects through to completion; and managing diverse project teams.
- Ability to communicate a compelling and inspired vision or sense of core purpose to diverse audiences. Synthesize and communicate technical information to non-technical audiences, in writing, orally or visually.
- Tech savvy, with skills in using electronic communications tools such as, but not limited to, GovDelivery, Constant Contact, web content management systems (such as Sitecore), and social media platforms.
- High degree of proficiency in Microsoft Office, specifically Word and PowerPoint, and aptitude for early adaptation of new technology.
- Ability to exercise initiative and judgment within the scope of the position with minimum oversight.
- Ability to effectively plan, organize, and prioritize work on a daily basis; work on multiple tasks accurately and quickly in a high pressure/short deadline environment; and understand issues quickly and manage changing priorities.
- Knowledge of successful methods for communicating with underserved and vulnerable populations toward equitable outcomes.

SUPPLEMENTAL INFORMATION:

Desired Qualifications:

- Experience in graphic design and production a plus.
- Proficiency in spoken or written Spanish, Vietnamese or other major language spoken in King County a plus.

FORMS AND MATERIALS REQUIRED:

- A King County Application Form
- Resume and Cover Letter
- Answers to the supplemental questionnaire

SELECTION PROCESS: Applicants will be screened for qualifications, clarity and completeness of application materials. Answers to supplemental questions must be supported by information supplied on the application form. Competitive applicants will be those with the most recent and relevant demonstrated qualifications. The most competitive applicants will be invited for an interview.

WORK SCHEDULE: This full-time position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work schedule is 8:00 a.m.–5:00 p.m. Monday–Friday. Weekend, holiday and evening work, including attendance of evening meetings, will be required from time to time.

Contact: For questions about this recruitment, contact Michelle Kobuki at (206) 477-4740 or Michelle.Kobuki@kingcounty.gov

WORK ENVIRONMENT: Heavy workloads, deadline pressure and interruptions due to changing priorities are not uncommon. Work is performed in an office environment. Participation in flood warning and emergency response programs and activities typically involve 12-hour shifts during all hours of the day that may include evenings, weekends and holidays.

UNION MEMBERSHIP: Positions in this classification are represented by Teamsters Professional and Technical, Local 117. Union membership and accompanying dues will be required within 30 days of employment.

King County and [The Water and Land Resources \(WLR\) Division](#) (WLRD) value diverse perspectives and life experiences and encourage people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, and veterans.

SUPPLEMENTAL QUESTIONS:

Answers to the supplemental questions must be completed and submitted with the application. The following questions address important elements of this position and the information you provide will help to determine your eligibility for further consideration. You will be evaluated on the clarity of your response and the level and extent of knowledge. Please limit your responses to 2 pages combined total for the three questions.

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.

Communications Specialist III Supplemental Questionnaire

- * 1. Give two examples of your professional experience developing and implementing communication strategies for programs and/or projects.

- * 2. Give two examples of your experience working with diverse populations.

- * 3. Provide links to any online content you have developed, and describe your role in its development.

- * Required Question