



# WALLA WALLA COUNTY

P.O. Box 1506 □ Walla Walla, Washington 99362  
phone: (509) 524-2600 □ Fax: (509) 524-2603



## EMPLOYMENT OPPORTUNITY

### Community Health

**Position:** Public Health Communications Manager  
**Salary Range:** \$5,347/mo. To \$7,167/mo. Starting Salary: DOE, DOQ  
**Location:** Community Health Department  
**Employment Type:** Full-time (40 hours/week); FLSA, Benefits Apply  
Open until Filled – First Review: October 3<sup>rd</sup>, 2023.

**Full Time Benefits Include:** • County pays \$1,450 per month towards medical, dental, vision, life insurance and employee assistance program for employee and eligible family members • Retirement: Walla Walla County full time employees are eligible for Washington State Department of Retirement Services (DRS) • HRA Veba account: Employer contribution may apply • Wellness program • Access to MetLife Pet Insurance • Deferred compensation plans offered • Twelve paid holidays annually • Vacation accrual based on seniority (see Union Contract) • Benefited employees shall accrue sick leave benefits at the percentage rate of hours worked per week, to a maximum of eight (8) hours earned per month based on a forty (40) hour workweek but not less than one (1) hour per every forty (40) hours worked per County Policy 30.05.0

Visit [Walla Walla County Website](http://www.walla-walla.wa.us) for detailed benefits information.

**Brief Duties and Responsibilities:** This Manager position is a professional individual contributor who will shape, spread, and analyze the impact of public health messaging with a regional approach with shared services through Public Health funding. The Manager is the subject matter expert on all communications from the department and must have a solid understanding of developing and producing critical messaging with a limited time frame. The position requires the ability to respond when a specific segment of the population is affected by a particular public health policy and make appropriate decisions about how to best inform and approach the intended audience. This position requires knowledge and understanding of rural health, agricultural and political culture in rural areas and the ability to work effectively, creatively, and proactively within a rural and agricultural area. Develops brand and ensures documents and publications meet the brand criteria including social media and web presence. Schedules, trains, motivates, and evaluates personnel; provides or coordinates staff training; provides feedback that facilitates improvement; makes recommendations regarding discipline and termination.

**Working Environment/Physical Abilities:** Participate in activities both within and outside the department in the community at large, such as schools and community groups, in a variety of environments and settings. Requires manual dexterity and visual acuity to operate a personal computer and peripherals. Ability to lift and carry twenty-five to thirty (25-30) pounds. Requires sufficient hearing and speech ability to communicate effectively verbally. Ability to drive an automobile, fly in an airplane and travel as required as this position will require travel. Must be able to work each day of the week.

**Minimum Qualifications:** A bachelor's degree in communications or similar field and at least five (5) years' experience related to risk communications, community outreach, mobilization, and public relations OR a Master's of Public Health and two (2) years of directly-related experience. Previous lead worker experience preferred. Maintain professional continuing education. Incident Command Certifications or ability to get certification within department timelines, including certifications in Communications. Maintain the principles of confidentiality. Maintain a current driver's license and vehicle insurance. Provide documentation of immunization status, proof of immunity to vaccine preventable diseases, or sign an exemption and participate in the employee health program. Must successfully pass a background check and a driving record check.

**For Application:** *Application, resume and cover letter required.* Job description is available on our website at [www.co.walla-walla.wa.us](http://www.co.walla-walla.wa.us) where you can apply online.

**SELECTION IS BASED ON QUALIFICATIONS, BACKGROUND CHECK, DRIVING RECORD CHECK, AND ORAL INTERVIEWS.**

**EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER / ADA COMPLIANT**



## **GENERAL INFORMATION FOR APPLICANTS**

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER:** All qualified persons will be considered for employment without regard to race, color, religion, sex, nationality, origin, age, political affiliation, disability status or any other non-merit factor. Women, disabled persons, members of ethnic minority and other under-represented groups are encouraged to apply.

### **APPLICATIONS**

**FILING OF APPLICATION:** Applications must be completed in accordance with the directions on the front of the announcement. Applicants are responsible for the truth of all statements. Misrepresentations, incomplete or inaccurate entries may be the cause for application rejection, removal from the employment list or discharge from County service. A background investigation will be conducted along with reference and former employer checks, driving record, and criminal history if applicable to requirements of the job. Applications must be received or postmarked by the last date for filing applications.

**CHANGE OF ADDRESS:** Applicants are responsible for notifying the hiring department of any change of address or telephone number.

**NOTIFICATION:** Unsuccessful candidates will be notified by email as soon as feasible following the final selection decision.

### **EMPLOYMENT**

**ELIGIBILITY LISTS:** Walla Walla County reserves the right to establish an eligibility list to fill any vacancies that may occur in the posted position for a period up to twelve (12) months.

**NOTE:** The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice. Walla Walla County is committed to a drug, alcohol, and smoke free environment.

**Mailing Address:**

Human Resources/Risk Manager  
P. O. Box 1506  
Walla Walla, WA 99362

**Human Resources/Risk Manager**

314 W Main Street, 2<sup>nd</sup> Floor  
Walla Walla, WA 99362  
Phone: (509) 524-2600  
Fax: (509) 524-2603  
Web site: [www.co.walla-walla.wa.us](http://www.co.walla-walla.wa.us)