



WALLA WALLA COUNTY

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



EMPLOYMENT OPPORTUNITY

Community Health Department

Position: Communication Specialist I/II
Salary Range: \$4,486/mo. to \$6,590/mo. per month Starting Salary: DOE, DOQ
Location: Community Health Department
Employment Type: 40 hours/week, Non-Exempt, Benefits apply
Open until Filled – First Review: August 23rd, 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](#) for detailed benefits information.

Brief Duties and Responsibilities: Works cooperatively with Department of Community Health (DCH) management, staff, community groups, governmental and private agencies/organizations to plan, organize, provide, and participate in public health communications. Coordinates and maintains DCH's communications including serving as the Point of Information (PIO) during public health emergencies. Responsible for marketing image, including but not limited to web presence, social media, and printed materials. Assists in the dissemination of information to internal and external customers. Coordinates with local, regional, and state partners on DCH related activities, workgroups, and initiatives. See the job description for the complete list of essential job functions.

Working Environment/Physical Abilities: Work will be performed both inside and outside of the department in the community at large, such as schools and community groups, in a variety of environments and settings. Requires ability to drive an automobile, fly in a plane, and travel as required. Ability to lift and carry 25 to 30 pounds. Requires sufficient hearing and speech ability to communicate verbally. Requires manual dexterity and visual acuity to operate personal computers and peripherals.

Minimum Qualifications: Communications Specialist I: A BA or BS in communications, social sciences, or health related field, **and** one (1) year of experience related to community outreach, mobilization, and public relations that would have provided exposure to communications.

Communications Specialist II: BA or BS in communications, social sciences, or health related field and three (3) years' experience working in a public health communications role OR a master's degree in public health communications and two (2) years' experience related to community outreach, mobilization, and public relations. Must be able to demonstrate excellent public speaking skills.

For Application: Application, resume and cover letter required. Job description is available on our website at 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, 2nd Floor
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