



Imperial Irrigation District Job Announcement

1285 Broadway Avenue, El Centro, CA 92243
Phone (760) 482-9618, Fax (760) 482-9695,
Job Line (760) 482-9620, Web Site www.iid.com

Job Posting for Internal & External Recruitment CORRECTED COPY

Request No.: 9583 **Date:** March 2, 2010

Job Title : Communications Specialist

Employment Term: Full Time

Department: Energy Department, Resource Planning Section, Energy Management & Strategic Planning Unit

Grade: 22 (Salaried – Exempt)

Deadline: Applications must be received **no later than**
5:00 P.M. on March 17, 2010

Testing: None

Primary Function:

Under general supervision produces and coordinates the dissemination of a variety of information to communicate the District Energy Department message, activities and programs to the public, governmental and private agencies, vendors and contractors; provides editorial support, including researching, writing, editing, compiling and designing art and copy layout for communications media such as displays, video documentaries, speeches, advertising messages and other public relations materials. Performs other duties as assigned.

Education and Experience:

B.A. degree with a major in Public Relations, Journalism, English or Communications or A. S. degree in Journalism, Communication or related field and three years of relevant experience.

Progressively responsible related experience may be substituted for the required education at the ratio of two years of experience equals one year of education.

Licensing:

A current DMV driving record **must accompany job application or bid.**

Drivers License Employer Pull Notice program enrollment is required at time of hire.

Employees not possessing the minimum qualifications listed under Education and Experience will not be referred for interview. Employees must notify supervision when they submit a "Bid for Position".

The District is an Equal Employment Opportunity/Affirmative Action Employer