

# **TEXAS STATE SOIL AND WATER CONSERVATION BOARD**

## **JOB POSTING**

**Opening Date: February 26, 2024**

**Closing Date: Open Until Filled**

**Position Title: Information Specialist III**

**Group/Class: 1832 / B20**

**Monthly Salary: \$4,013.17-\$4,633.50\* (salary commensurate with experience)**

**Work Location: Temple, TX**

**Travel: As needed**

**Reports to: Communications and Outreach Coordinator**

### **GENERAL DESCRIPTION**

Performs highly complex (senior-level) informational and educational work that may involve all agency programs. Work involves collecting factual information regarding agency programs and preparing it for release to news publications and social media and for its use by the agency, the public, and other agencies. Work involves representing the agency at meetings and conferences, disseminating information and conducting agency Information/Education activities. Statewide and overnight travel is required. Will manage some projects, perform routine administrative support and may assist with other agency programs as coordinated through supervisor. Works under limited supervision with moderate latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

Conducts research, composes messaging, design, and editing of agency publications such as brochures, graphics, forms, or manuals.

Prepares and distributes press releases regarding agency programs and activities.

Prepares and schedules social media messaging for agency accounts.

Conducting educational and outreach demonstrations for teachers and school age youth.

Represent agency at various tradeshow and partner meetings.

Assists in maintaining website pages regarding agency programs and activities.

Conducts event management duties related to agency outreach programs, training workshops and the Annual Meeting of Texas Soil and Water Conservation District Directors.

Conducting educational and outreach demonstrations for teachers and school age youth.

Prepares and mails correspondence for projects and agency programs as coordinated through supervisor.

Develops, coordinates, and maintains record keeping and filing systems for projects as required for records retention.

Assist in the preparation and submission of special correspondence, reports, studies, forms and documents.

May provide assistance answering phone calls, routing incoming calls and taking messages.

Performs related work as assigned.

## **EXPERIENCE AND EDUCATION**

Five-years experience in writing, scripting, editing, graphic design and media relations is preferred. Graduation from an accredited four-year college or university with an undergraduate degree with major course work in agriculture, natural resource conservation, water resources, agricultural journalism, public relations, advertising, communications, or a related field is required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of agency functions, programs, policies, and procedures; of writing press releases for print and broadcast media, public service announcements, TV and radio programs, special mass communication features, and social media. Ability to design communication plans and materials related to the goals and priorities of the agency, to compose content for webpages, to prepare copy, scripts and social media messaging.

Excellent written and verbal communication skills, proficiency in Microsoft Word, Excel, PowerPoint, Adobe Acrobat Pro, Adobe InDesign, Canva as well as layout and design skills are required in order to produce flyers, brochures, special reports, training materials and visual aids such as PowerPoint for presentations. In addition, must be proficient in filming and video editing in Adobe Premier for agency promotional videos.

Background knowledge in website management systems such as Drupal, MailChimp and social media platforms is preferred.

Ability to coordinate major components of, and develop communications plans for, large convention-style events and trainings.

Ability to implement administrative procedures; to interpret regulations, policies and procedures.

Statewide and overnight travel is required as well as the availability to work irregular hours.

Must be able to safely lift up to 50 lbs. and sustain moderate physical activity with full range of motion in office and outdoor environments. Must be able to safely and legally operate a motor vehicle.

## APPLICATION PROCESS

A completed State of Texas application for Employment is required for this position. Mail an original application to the address below. Resumes may be submitted but will not be accepted in lieu of the application. A State of Texas application for Employment may also be completed on the Workintexas website at <http://www.workintexas.com>

For additional information, visit our website at <http://www.tsswcb.state.tx.us> or contact:

Human Resource Department  
Texas State Soil and Water Conservation Board  
P.O. Box 658  
Temple, TX 76503

## VETERAN'S PREFERENCE

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 46Q, MC, 165X, 340, PA, INF, 4341, 3NOXO, 35PX, 43, 3N, 35 or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications. Additional Military Crosswalk information can be accessed at:

[http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC\\_InformationandCommunication.pdf](http://www.hr.sao.state.tx.us/Compensation/MilitaryCrosswalk/MOSC_InformationandCommunication.pdf)

## SELECTION INFORMATION

Criminal background checks maintained by the Texas Department of Public Safety (DPS) will be conducted before an offer of employment is extended. Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the TSSWCB. At the time of hire, selected applicants must show proof of eligibility to work in the U.S. in compliance with the Immigration Reform and Control Act. All males who are age 18 through 25 and are required to register with the Selective Service may be asked to present proof of registration or exemption from registration upon hire. TSSWCB participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization.

*The Texas State Soil and Water Conservation Board is an equal opportunity employer and does not discriminate against job applicants or employees on the basis of race, color, national origin, sex, religion, age, disability or veteran's status. In compliance with the Americans with Disabilities Act (ADAAA), if you require reasonable accommodation in the interview and selection process, please call the agency's ADA Coordinator at (254)773-2250x227.*

### \*\*\*\*Important Notice\*\*\*\*

**This position exists due to Federal Grant funds available to the Texas State Soil and Water Conservation Board under the provisions of Section 319(h) of the federal Clean Water Act. Funding is received on an annual basis at the beginning of each federal fiscal year, which begins on October 1. Applicants should realize that, if selected, their employment may terminate with the cancellation of federal grant funds. All other employment policies and procedures are the same as those that apply to all Texas State Soil and Water Conservation Board employees.**