

INFORMATION OFFICER II

Permanent/Full-Time
Salary -\$5,312.00 - \$6,409.00

The mission of the CALFED Bay-Delta Program is to develop and implement a long-term comprehensive plan that will restore ecological health and improve water management for beneficial uses of the Bay-Delta System.

THE POSITION...

Under the general direction of the Acting Chief Deputy Director, incumbent sets overall objectives, policies and programs; and plans, directs, and coordinates all aspects of the Public Information Office to encourage widespread participation in and understanding of the CALFED Bay-Delta Program's (CBDP) objectives and activities.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

- Generates and maintains communication between the CBDP staff, the federal and state agencies, the Bay-Delta Public Advisory Committee (BDPAC), the media, and other interested parties, including the public at large; tailors media strategies accordingly.
- Prepares and edits public information materials for complex and controversial programs and projects including brochures, pamphlets, articles, slide shows, press releases, and public displays.
- Collaborates with other state and federal communications offices and contract graphics personnel to develop media strategies for an integrated approach for public information materials on issues in common.
- Oversees management of public information for the CBDP and the BDPAC, including ensuring that the public's access to information is readily available. Oversees the content of the CBDP website; prepares and reviews materials for posting on the website. Prepares the Annual Report; Determines appropriate retention of CBDP and BDPAC documents such as meeting materials and correspondence.
- Plans, coordinates, and executes outreach efforts with program managers, state and federal agencies, public advisory subcommittees, and interested stakeholders to include media events and briefings. Collaborates with regional, legislative and congressional leaders on strategic and policy planning for public and regional outreach.
- Acts as spokesperson for the program before public groups, to the news media, and to individuals who inquire regarding the program's activities.

DESIRABLE QUALIFICATIONS INCLUDE BUT ARE NOT LIMITED TO:

- Technical writing skills; knowledge of web design and content; facilitation skills; ability to successfully interact with a diverse group of individuals to achieve common goals; and experience working with a variety of media sources, including print, radio, and television.

WHO MAY APPLY...

Applicants who have eligibility for appointment or transfer to this class. SROA and surplus employees are encouraged to apply. Please indicate on your application the nature of your eligibility. Pending DPA approval.

HOW TO APPLY...

Submit a State application (Form STD. 678) and resume to:

CALFED Bay-Delta Program - Human Resources - LD
650 Capitol Mall, 5th Floor
Sacramento, CA 95814

QUESTIONS? Contact Lynn Darby (916) 445-5565 or darby@calwater.ca.gov