TEXAS COMMISSION ON ENVIRONMENTAL QUALITY
Email applications to: jobs@tceq.texas.gov
TCEQ: www.tceq.texas.gov

www.takecareoftexas.org

State Title: Manager IV
Functional Title: Public Information Officer
Job Posting: 20008
Monthly Salary: $6250.00 - $8300.00
Salary Group: B25
Posting Date: 11/08/2019
Close Date: 11/25/2019
Section/Division: Media And Community Relations Section/External Relations Division
Work Location: 12100 Park 35 Circle, Austin, TX 78753
Openings: One
Position #(s): 0227

Job Description:
Serves as the Public Information Officer of the TCEQ and manages the Media and Community Relations Section in the External Relations Division. Serves as the spokesperson for the agency on a variety of sensitive and complex issues and during emergency response situations that include coordinated efforts across agency programs to provide accurate information to media outlets and general public in press conference settings. Develops a proactive media outreach program, establishing relationships with key media outlets and responds to high-profile inquiries or requests for interviews by the media regarding activities of, or related to, the TCEQ. Oversees the development of the section's business functions. Monitors and approves section budget expenditures. Develops, approves, and ensures implementation of schedules, priorities and deadlines. Ensures the accuracy and integrity of deliverables. Develops metrics to evaluate efforts and results and directs evaluation activities related to the operations and administration of the section. Completes human resource management functions, including interviewing, hiring and developing staff, performance management, etc. Directs and evaluates media staff’s research, writing, editing, and production of informational materials for release to news media and for use by the agency, the public, and other agencies. Manages the coordination of press conferences and in-depth interviews to include oversight of content development, monitoring project quality, and achievement of program goals. Assists director in strategic planning for the agency’s media relations activities. Supervises the implementation/execution of the Take Care of Texas education and outreach program. Assures Take Care of Texas commitments are met in a timely manner with accurate and complete reporting. Manages strategic marketing to increase Take Care of Texas brand recognition and engagement. Reviews program operations and revises processes as necessary. Manages the agency’s video-teleconferencing system, webcasting, and photography. Establishes and maintains
operating procedures and instructions for production requirements and assures staff meets commitments in a timely manner.

**Military Occupational Specialty (MOS) Codes:**

**Minimum Qualifications:**
Bachelor's or higher degree in public relations, journalism, communications, public administration, or English (COPY OF OFFICIAL TRANSCRIPT REQUIRED WITH APPLICATION).
Five years of experience directly related to the duties and responsibilities specified.
Two years of experience as an on-camera spokesperson. Must have the ability to speak comfortably and communicate effectively on camera.
Experience in the management of a business function or department relevant to assignment.
Ability and willingness to respond as needed to emergency situations on a 24-hour on-call basis and to respond to emergency scenes as needed.

**Preferred Requirements:**
Two years of experience as an on-camera spokesperson during incidents of emergency response.
Bilingual in English and Spanish.

**Special Requirements:**
Moving up to 10 pounds of equipment for media events.
Traveling up to 10% of the time.

**Condition of Employment:**
TCEQ will verify Selective Service registration for males born on or after January 1, 1960. If exempt from Selective Service registration selected candidate must provide proof of exemption on first day of employment. Offers of employment are contingent on the candidate having legal authorization to work for the TCEQ. TCEQ will conduct a criminal history records search on candidates selected for posted vacancies. Only applicants who are interviewed will receive written non-selection notification.

**To Apply:**
Email a State of Texas application to jobs@tceq.texas.gov; or mail to TCEQ Human Resources & Staff Services, P.O. Box 13087, MC-116 Austin, TX 78711-3087; or submit in person, at 12100 Park 35 Circle, Bldg. A, Austin, Texas 78753 by the close date. An electronically signed copy is acceptable.

In compliance with ADA, if you need any special accommodations during the employment process, please contact HRSS for assistance at (512) 239-0102.

Texas Commission on Environmental Quality is an Equal Opportunity Employer