



MOBILE COUNTY PERSONNEL BOARD  
invites applications for the position of:

## PUBLIC AFFAIRS MANAGER - MOBILE AREA WATER AND SEWER SYSTEM

**SALARY:** See Position Description

**OPENING DATE:** 01/22/18

**CLOSING DATE:** 02/02/18 11:59 PM

### GENERAL INFORMATION:

This work involves the coordination of public information and the organization of public relations for all departments of the Mobile Area Water and Sewer System.

### NOTICE:

**Documents are not automatically attached to your JobOpps account (profile). You must select and attach required documents to every application through the attachments tab on the application screen when you are applying.**

It is extremely important to provide a valid email address on your application and to monitor the email account for notifications and additional information.

As you create a JobOpps account, you will be asked for Notification Preferences (email or paper). Paper notification is not available; therefore, "email" should be selected. All notifications will be sent by email only.

To ensure that messages arrive in your inbox safely, please add **@personnelboard.org** and **@governmentjobs.com** to your Safe Sender list. If you need details on how to add email addresses to your Safe Sender list, please refer to the Help documentation of your email program, or contact your email service provider.

### JURISDICTION

MOBILE AREA WATER & SEWER SYSTEM

### YEARLY RATE

\$48,118 - \$76,925

**EXAMINATION:** IMPORTANT NOTICE TO APPLICANTS. READ CAREFULLY. No written or oral examination will be required. Applicants will be scored on the basis of an evaluation of their education, training, experience and personal qualifications as outlined by the candidates' sworn statements in their application, upon corroborative evidence obtained by investigation and the applicants' responses to the job-specific Supplemental Questions. Applicants must provide all background information and supportive documents as requested on the application, supplemental questions and job posting.

### REQUIREMENTS:

**MINIMUM QUALIFICATION REQUIREMENTS:** Attainment of a minimum of a bachelor's degree from a recognized college or university in journalism, communications or closely related field, and a minimum of five years responsible experience in media communications, public relations and public affairs programming; or a combination of education and experience equivalent to these requirements.

**ESSENTIAL REQUIREMENTS OF THE WORK:** Thorough knowledge of English usage and journalism; good knowledge of the principles, techniques and objectives of public information and public relations/affairs programming; good knowledge of computer applications used to communicate information; ability to direct and develop news stories, articles and speeches to promote water and sewer affairs; ability to direct and present information, both orally and in writing, to a variety of communication representatives; ability to interpret and explain water and sewer policies and laws,

regulations and policies governing water and sewer affairs; ability to meet and deal effectively with public officials, community groups, media and the general public; ability to meet assigned deadlines; ability to meet and discuss problems and complaints tactfully, courteously and effectively; ability to manage and direct work of outside professionals; ability to establish and maintain effective working relationships with governmental officials, other employees and the general public.

## **DESCRIPTION:**

**EXAMPLES OF WORK:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.) Promotes and develops public relations activities to enhance community understanding of water and sewer services; coordinates and publicizes water and sewer programs and achievements; plans public information programs and implements such programs by working with all news media; writes news releases and directs press conferences; conducts radio and television programs to disseminate information regarding water and sewer functions that are of interest to the public; prepares written media for employing jurisdictions; utilizes a website, door hangers and bill stuffers to inform; directs and represents employing jurisdiction in community activities; addresses civic, business, and service organizations on public service matters; maintains communication with departmental staff, media representatives, civic and community groups and the general public; develops and oversees utility educational efforts in schools; plans, schedules and implements special projects, functions and events; manages departmental budget; performs related work as required.

## **IMPORTANT INFORMATION:**

**DISTINGUISHING FEATURES OF WORK:** An employee in this class is responsible for formulating, directing, and supervising the flow of information to promote and enhance communication between employing jurisdiction and the public. The job entails organizing, directing and assimilating news releases and public service announcements to the public, media and public officials on issues that are under employing jurisdiction's control. The work requires the cooperation of communication representatives, departmental employees and the public using electronic and written communication to disseminate information. Work is performed under the general direction of the Water and Sewer Director and supervision is exercised over subordinate support personnel as assigned.

### IMPORTANT INFORMATION FOR ALL APPLICANTS

All applications must be submitted online through the Mobile County Personnel Board *JobOpps* site.

#### **Paper applications will not be accepted and will be returned.**

An email address will be required for all applications. For information on obtaining an email address, visit the [FAQs link](#) on the [Job Opportunities](#) page at [www.personnelboard.org](http://www.personnelboard.org). The Mobile County Personnel Board does not endorse any particular provider.

Accuracy and truthfulness are of primary importance for Merit System employment and all applications are reviewed with this in mind. Errors, omissions and inaccurate information on the application will be construed as misrepresentation and will result in rejection of the application. Therefore, special attention should be given to each and every question and every attempt made to answer each correctly.

Resumes will not be accepted in place of completing the education and experience sections of the application.

#### **INCOMPLETE APPLICATIONS WILL BE DISQUALIFIED**

Applications **must be complete** and **all required or supplemental documents** (college transcripts, driver's license, and/or certifications) **must be attached at the time of submitting the application.**

See the job posting and the supplemental questions for required documents for each job posting.

**Only one application will be accepted per applicant per job posting.  
Subsequent applications submitted for the same job posting will be rejected.**

#### **COLLEGE TRANSCRIPTS**

College transcripts must be attached at the time of submitting a completed application. Grade reports, computer downloads of grades, and diplomas are not transcripts and will not be considered. **Transcripts must be either an official or student copy issued by the educational institution.** See the [College Transcript Information](#) link on the [Job Opportunities](#) page at [www.personnelboard.org](http://www.personnelboard.org) for additional information and requirements regarding educational transcripts.

**OPEN TO:** All who meet the requirements as set forth in the job posting and who may lawfully be appointed to a position. Applicants for sworn law enforcement positions must be U.S. citizens.

**RESIDENCE REQUIREMENTS:** Unless otherwise stated in the job posting or supplemental questions, there are no residence requirements in order to apply. Applicants must bear all expenses incurred in reporting for testing or appointment. Upon appointment, the law gives the right to each Appointing Authority (Employer) to fix any further legal requirements regarding residence.

**FINAL DATE FOR FILING APPLICATION:** The completed application should be returned as soon as possible. In the event of tied scores, Rule 8.1 dictates that ties will be broken by the order in which applications are filed. Applications must be submitted by the final filing date and time specified on the job posting.

**VETERANS PREFERENCE:** For complete information on Veterans Preference points on an open competitive application, view the [Veterans Information](#) link on the [Job Opportunities](#) page at [www.personnelboard.org](http://www.personnelboard.org).

**MEDICAL EXAMINATION:** Eligibles selected for appointment must meet the established medical and physical standards for the class of work. The medical examination must be by one of the physicians designated by the Personnel Board. Appointees must bear the cost of the examination.

The Mobile County Personnel Department reserves the right to limit the number of applicants summoned for interview. In such instances, a preliminary appraisal of qualifications, as indicated by the completed application, will be utilized as a guide in the selection of candidates to be summoned.

Aid and assistance in the examination procedure is available for the visually or otherwise disabled. Assistance may be requested by contacting the Mobile County Personnel Board at 251-470-7727.

A "Practice Test Seminar" is held in the Personnel Department Office, 1809 Government Street, Mobile, Alabama, at 9:00 a.m. on the third Wednesday of every month. The purpose of these seminars is to acquaint applicants or interested citizens with design format and procedures utilized by the department in its administration of written test selection devices. Inasmuch as testing facilities are limited, the seminars will be on a first come, first served basis, as long as space remains available.

NOTICE: The continuing eligibility for appointment of those who secure a place on the eligible list is subject to future changes in specifications.

LIANA W. BARNETT, DIRECTOR

THE AGENCIES WE SERVE ARE EQUAL OPPORTUNITY EMPLOYERS

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.personnelboard.org>

Position ##22478-0118  
PUBLIC AFFAIRS MANAGER - MOBILE AREA WATER AND SEWER  
SYSTEM  
JS

P.O. Box 66794  
1809 Government Street  
Mobile, AL 36660-1794  
251 470-7727

[mcpb@personnelboard.org](mailto:mcpb@personnelboard.org)

---

### **PUBLIC AFFAIRS MANAGER - MOBILE AREA WATER AND SEWER SYSTEM Supplemental Questionnaire**

- \* 1. The Public Affairs Manager - MAWSS requires attainment of a minimum of a bachelor's degree from a recognized college or university in journalism, communications or closely related field. Describe your educational background. Note: Transcripts must be electronically attached if you wish to have college education considered for credit. Transcripts MUST include 1) the student's name, 2) the school's name printed on the front of the document, 3) a list of all completed courses by semester/quarter and grade for each course, 4) cumulative GPA, and 5) the degree and date conferred (if applicable). Check your transcript attached and make sure it includes this information.
  
- \* 2. The Public Affairs Manager - MAWSS requires a minimum of five years responsible experience in media communications, public relations and public affairs programming. Please describe your related experience. In your answer, include the names of your employer(s) where you gained this

experience and the number of years you performed these duties. Be sure to include this experience in the Work Experience section of your application. If you have no experience in this area, indicate "none" in the space below.

- \* 3. Please describe your experience that demonstrates your ability to direct and develop news stories, articles and speeches to promote an organization's affairs. In your answer, include the names of your employer(s) where you gained this experience and the number of years you performed these duties. Be sure to include this experience in the Work Experience section of your application. If you have no experience in this area, indicate "none" in the space below.
  
- \* 4. The Public Affairs Manager - MAWSS requires the ability to interpret and explain policies and laws and regulations. Please describe your experience interpreting and explain technical policies, laws, and regulations. In your answer, include the names of your employer(s) where you gained this experience and the number of years you performed these duties. Be sure to include this experience in the Work Experience section of your application. If you have no experience in this area, indicate "none" in the space below.
  
- \* 5. Please describe your experience that demonstrates your ability to meet and deal effectively with public officials, community groups, media and the general public. In your answer, include the names of your employer(s) where you gained this experience and the number of years you performed these duties. Be sure to include this experience in the Work Experience section of your application. If you have no experience in this area, indicate "none" in the space below.
  
- \* 6. Please describe your experience that demonstrates your ability to meet and discuss problems and complaints tactfully, courteously and effectively. In your answer, include the names of your employer(s) where you gained this experience and the number of years you performed these duties. Be sure to include this experience in the Work Experience section of your application. If you have no experience in this area, indicate "none" in the space below.
  
- \* 7. The Public Affairs Manager - MAWSS writes news releases and directs press conferences. Please describe your related experience. In your answer, include the names of your employer(s) where you gained this experience and the number of years you performed these duties. Be sure to include this experience in the Work Experience section of your application. If you have no experience in this area, indicate "none" in the space below.
  
- \* 8. Please describe your experience with using social media to communicate with the public and the media. In your answer, include the names of your employer(s) where you gained this experience and the number of years you performed these duties. Be sure to include this experience in the Work Experience section of your application. If you have no experience in this area, indicate "none" in the space below.
  
- \* 9. Please describe your experience in developing a public relations campaign to communicate the mission for a company or business. In your answer, include the names of your employer(s) where you gained this experience and the number of years you performed these duties. Be sure to include this experience in the Work Experience section of your application. If you have no experience in this area, indicate "none" in the space below.
  
- \* 10. VETERANS PREFERENCE: For complete information on Veterans Preference points on an open competitive application, view the Veterans Information link on the Job Opportunities page at <http://www.personnelboard.org/forms/veterans.pdf> Have you clearly labeled (Veterans Preference 1, Veterans Preference 2, etc.) and attached required documents for veteran's preference points (e.g., DD214, Honorable Discharge Certificate, VA Letter)?

Yes  No

- \* 11. Education: Transcripts must be attached if you wish to have college education considered for credit. Work Experience: Your application, including Education and Work Experience, must reflect your responses to the questions above in order to be considered. If your answers are not reflected in the Education and Work Experience sections, your application may be removed from consideration. Veterans Preference (open competitive postings only): If you are requesting Veterans Preference points, you must attach the necessary documentation to receive credits. Driver's License or other required licenses/certifications: If a driver's license or other document is required, a copy must be attached. Have you reflected your work experience in your answers and attached all documents for consideration?

Yes

No

- \* Required Question