Position Title: Communications Specialist

State Classification/Title/Salary Group: 1832 / Information Specialist III / B19

Monthly Salary: $3,600.00 - $4,100.00/ month plus state benefits

Position Location: Central Office, 2105 Kramer Lane, Austin, Texas

Job Requisition #: 00025934  FLSA Status: Non – Exempt

Opening Date: August 11, 2022  Closing Date: August 25, 2022

Veterans, Reservist or Guardsmen with an MOS or additional duties that fall in the fields of 46 – Public Affairs, Media, Restricted Line, 45 Communication Strategy and Operations, 3N – Support, Public Affairs or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply. Additional Military Crosswalk information can be accessed at: http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationandCommunication.pdf

General Description:
The Communications Specialist will report directly to the Director of Communications. Work involves collecting, coordinating, writing, editing, and producing informational programs and materials for use by the agency, the public, news media, and other entities. This includes but is not limited to writing news releases, maintaining the agency's social media accounts, developing videos, photographs, graphic designs and web content. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

Essential Job Functions:
• Prepares and edits organizational publications, news and informational releases, talking points and scripts, advisories, newsletters, fact sheets, and content for web sites and social media.
• Monitors and maintains the agency's social media outlets including YouTube, Facebook, Twitter, Instagram, and LinkedIn.
• Develops strategies, tools and content to improve social media presence and external communications.
• Prepares, reviews and edits presentations to include PowerPoints, videos, etc., as needed.
• Obtains art, photographs, and video materials for presentations, publications and other agency productions.
• Assists in responding to general and/or media inquiries about agency activities.
• Edits multimedia files for production using computer assisted and other special effects audiovisual equipment.
• Prepares and distributes the agency monthly newsletter.
• May develop website content and participate in usability testing and enhancements.
• May assist with outreach programs to community and professional groups to educate and raise awareness regarding agency programs.
• May assist with maintaining the email marketing database.
• Performs other related duties as assigned.

Minimum Qualifications:
• Graduation from an accredited four-year college or university with major course work in journalism, public relations, communications, graphic design, multimedia or related field is preferred.
• Six (6) months of experience with Adobe InDesign/Illustrator/Photoshop, or any comparable design and video programs is required. (Experience may be paid, volunteer, or college/school work.)
• Agricultural background desired.

Knowledge, Skills and Abilities: Must have exceptional skills in written and verbal communication and the ability to interact effectively with staff and associates at all levels, as well as members of the general public. Must have skills in using a personal computer and office equipment. Skilled in using current Microsoft Office applications such as Word, PowerPoint and Excel.

*** See “How to Apply” for submission requirements. ***
Ability to complete work assignments within established deadlines. Ability to be detailed and balance multiple assignments.

Knowledge of multimedia processes, editing and production.

The TAHC is an emergency response agency. The Communications Specialist position plays a key role in the agency’s emergency management activities. As a first responder, this position is subject to participate in rotating temporary duty assignments away from the regular designated headquarters for up to two weeks at a time. This duty may involve working in adverse conditions; may require irregular working hours and overtime; and, may include duties other than those specified in the standard position description.

Other:
Must have a valid Texas driver's license and safe driving record.
Applicants may be subject to a driving record and criminal background check.
Employment of selected candidate is contingent upon the receipt of an acceptable criminal background check and an acceptable moving violation record from the Texas Department of Public Safety.

Note:
Must have reliable transportation. Mileage reimbursed at current allowance rate.
Occasional travel required, some overnight.

How to Apply:
To submit your application for employment, follow the link provide below, then select Apply Online. Create and/or Login to your on-line applicant profile and electronically submit your State of Texas Application for Employment.

**Additional Submission Requirements**
Please submit 1 sample from each category with your application:
- A letter of interest
- A writing sample (minimum 500 words per sample)
- A graphic design sample

*Files cannot exceed the allocated limit of 5,120 kilobytes per file.
*Incomplete applications will not be considered.

All applications must contain complete job histories, which includes job title, dates of employment, name of employer, supervisor’s name and phone number and a description of duties performed. If this information is not submitted, your application may be rejected because it is incomplete. Resumes do not take the place of this required information.

https://capps.taleo.net/careersection/ex/jobdetail.ftl?job=00025934&tz=GMT-05%3A00&tzname=America%2FCentral

Only interviewed applicants will receive notice of the final disposition of the selection process.

The Texas Animal Health Commission is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, sexual orientation or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to our Human Resources Department (512) 719-0700. For a telecommunications relay service for the hearing impaired, please dial 711. At 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. Proof of eligibility to work in the U.S. will be confirmed using E-Verify. All males who are age 18 through 25 and required to register with the Selective Service must present proof of registration or exemption from registration upon hire.

An Equal Opportunity Employer