

City of Las Vegas Career Opportunity

Applications are being accepted for a full time **Public Information/Quality Assurance Officer** for the City of Las Vegas Executive Department.

Entry Level: Per Pay Plan – \$17.36

Nature of Job: Develops, guides and implements media relations and community communication strategies, policies and procedures. Gathers information, writes, edits, and prepares press releases, speeches, talking points, editorial pieces and letters for distribution to internal and external audiences; coordinates and assists with promotional efforts, special events and special projects. Provides media relations consultation and advice to City Departments. Acts proactively regarding media relations; provides background information, photos and additional materials as requested by reporters. Serves as central point of contact for all media inquiries (news paper, radio, television, blogs etc.) regarding the City of Las Vegas and all city services, day or night, weekday or weekend; facilitates open and effective communication about city programs, policies and initiatives. Acts as the spokesperson to the media regarding all City related services as needed; interfaces with the City's Emergency Manager as needed. Coordinates media interviews with Mayor, City Council, City Manager and City Staff as appropriate. Streamlines and coordinates City communications regarding programs, policies, initiatives and special events. Implement and manage effective, strategic use of social media. Authors and submits articles and pictures to news publications. (A detailed job description is available at the Human Resource Office.)

Qualifications: Must possess a valid New Mexico Driver's License and be insurable by the city's insurance carrier. Position is subject to pre-employment drug testing, as set forth in the City of Las Vegas Drug Policy. Bachelor's Degree in Communications, Public Relations, Journalism, or a relevant field and four/ (4) years of professional public relations, journalism or communications experience and (2) years of supervisory experience; or an equivalent combination of education and experience totaling (8) years except that additional education may not substitute for the minimum required experience.

Posted: General Public: July 19, 2016 thru July 26, 2016

General Public: Defined as any person interested in the position who meets the qualifications. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

Reviewed and approved for publishing by:


Richard R. Trujillo, City Manager


Human Resource Manager