

Recruitment Announcement
Jefferson County Office of Homeland Security
and Emergency Management

(a department of the Jefferson County Commission)

Is accepting resumes for the position of

Public Affairs Coordinator

This is a Full Time, 80-hour, FLSA-exempt position. Starting Salary is Grade 5 - \$51,147 – \$58,656 annually.

Qualified Applicants should submit a cover letter and resume via e-mail to:

jobs@jeffersoncountywv.org

or via US mail:

Jefferson County Commission
Attn: Jessica James, Chief Human Resource Officer
PO BOX 250
Charles Town, WV, 25414

Application Deadline: Friday, August 8, 2025 by 5:00pm

The ideal candidate will have a Bachelor's Degree (preferred) in Journalism with a specialization in Public Relations, Marketing, or a similar field with 3-5 years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Must be available 24/7/365 in case of emergency, and be available for daytime, evening, overnight, and/or weekend assignments. Assignments may include travel, training, attendance at meetings or conferences, emergency operations center activations, and/or field work, some with little to no notice.

Must reside in Jefferson County or the adjoining area. Must successfully complete annual training/certification requirements and NIMS requirements. Must successfully complete a background check. A valid driver's license is required for this position. In addition to the degree, the Public Affairs Coordinator is required to complete FEMA's Basic Public Information Officer and Advanced Public

Information Officer courses, as well as, National Incident Management System (NIMS) 100, 200, 300, 400, 700, and 800. It is highly recommended that this individual be trained in social media.

Must complete required continued training under FEMA's Emergency Management Institute courses and required courses by the WV Department of Homeland Security, Emergency Management Division.

Statement of Duties: Provides administrative and operational support to the Director and Deputy Director of Homeland Security and Emergency Management.

Supervision Required: The employee plans, prioritizes, and carries out the regular work in accordance with standard practices and previous training. The employee interprets instructions and/or adapts methods to resolve particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy, or other requirements.

Supervisory Responsibility: Employee plans, prioritizes, and carries out the regular work in accordance with the standard practices and previous training. The employee interprets instructions and/or adapts methods to resolve the particular problems. Instructions for new assignments usually consist of statements of desired objectives, deadlines, and priorities.

Confidentiality: Employee has access law-enforcement-sensitive documents; counter terrorism information, sensitive plans, as well as has to sign Non-disclosure agreements regarding sensitive information with some federal agencies as a part of the job.

Accountability: Consequences of errors, missed deadlines or poor judgment may include adverse public relations, monetary loss, legal repercussions, labor/material costs, personal injury, endanger others, and jeopardize programs.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

Complexity: Work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

Work Environment: The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee is frequently required to work beyond normal business hours to attend evening meetings, trainings, public events, disaster exercises, or to participate in the activated Emergency Operations Center. Additionally, this employee is responsible to send out

Mass Notification Weather Watches and Warnings and other emergency public information around the clock and respond to media inquiries regardless of the time they occur.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Must be available 24/7/365 in case of emergency, and be available for daytime, evening, and/or weekend assignments, and travel to attend meetings and conferences.
2. Serve as Public Information Officer for department; prepares and distributes information on mitigation, planning, preparedness, response, and recovery phases of emergency management.
3. Build professional relationships with local and regional media and become familiar with ways in which the media can assist during emergencies; maintains list of all local/regional media and contacts for each. Monitors public information of televisions, radios, newspapers, internet and social during a disaster that affects the local community.
4. Build professional relationships and assist/guide other local agency's public information officers.
5. In the capacity of the public affairs coordinator, the employee may also represent and assist other county agencies (such as the Emergency Services Agency and the Sheriff's Department) in the development and delivery of critical public information during emergencies responded to such as fires and law enforcement incidents.
6. Familiar with Public Information Annex of the Emergency Operations Plans and be ready to enact.
7. Tracks media coverage, organizing press conferences, scheduling public events and coordinates interview requests.
8. Create content for the organization's website and social media accounts
9. Operates JIS/JIC (Joint Information System or Joint Information Center) during time of disaster.
10. Prepares press releases, prepares reports on public opinion surveys, focus groups, and other research activities designed to measure public attitudes about issues of interest to the organization.
11. Creating and editing promotional materials, such as brochures, videos, and newsletters.
12. Provide administrative support including answering telephones, sending out messages, taking minutes, working with the County Commission staff to put information on Homeland Security

and Emergency Management website, filing, ordering office supplies, records management and making appointments.

13. Operate computer programs for data entry, research and reporting, enter data into web-based systems, process reports on the WebEOC computer program, and monitor weather reports. Puts weather watches and warnings onto NIXLE, Facebook, and Twitter. Responsible for being trained and posting vital information to the IPAWS (Integrated Public Alert and Warning System) and the EAS (Emergency Alert System).
14. Assists with grant preparation and reporting.
15. Maintains communications equipment, keeps devices charged and ready for use at all times.
16. Coordinates volunteers, to include maintaining and updating all databases, files and credential criteria records; ensures all volunteers are approved and added to the insurance, as required.
17. Works with JCOHSEM and other agencies to identify and assign volunteers to needed areas.
18. Performs other duties as assigned by the Director or Deputy Director.

Recommended Minimum Qualifications:

Education and Experience: 4 Year Degree (Bachelors); or equivalent and three to five (3-5) years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. The experience should be in Journalism with a specialization in Public Relations, Marketing, or a similar field.

Special Requirements: Must reside in Jefferson County or the adjoining area. Must successfully complete the Emergency Management Performance Grant (EMPG) training/certification requirements, FEMA EMI Individual Study courses and National Incident Management System (NIMS) requirements. Must successfully complete a background check. A valid driver's license is required for this position. In addition to the degree, the Public Affairs Coordinator is required by NIMS to be trained in FEMA's Basic Public Information Officer and Advanced Public Information Officer courses, as well as NIMS 100, 200, 300, 400, 700, and 800. It is highly recommended that this individual be trained in social media.

Knowledge, Abilities, and Skills

Knowledge: Common policies, practices and procedures of the department and office operations; laws and regulations pertinent to position functions. Working knowledge of computer databases, various software, programs, and the Internet in support of department operations.

Abilities: Ability to interact effectively and appropriately with the public and other personnel, perform multiple tasks and maintain confidential information.

Skills: Proficient personal computer skills, volunteer coordination, writing and communication skills. Outstanding interpersonal skills and attention to detail required.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Work requires some agility and physical strength, such as moving in, about construction sites, or over rough terrain, or standing or walking most of the work period. Frequently lifts up to 60 lbs.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle, using a personal computer or climbing a ladder.

Visual Demands: Visual demands require the employee to constantly read documents for general understanding and for analytical purposes. Reviewing non-written materials (e.g. maps, blueprints, instrumentation for analytical purposes). Color vision (e.g. requiring the ability to determine color differences).