



CITY OF SPOKANE PUBLIC SAFETY



DIVISION COMMUNICATIONS MANAGER



POSITION OVERVIEW

The City of Spokane is seeking a highly qualified Public Safety Division Communications Manager to develop and implement strategic communications plans for the Spokane Police and Fire Departments. This position is appointed by the Mayor, reports directly to the Police and Fire Chiefs, and has a dotted line reporting relationship to the City's Communications Director. The role also provides public safety recommendations and completes public safety related communications projects for the Mayor's Office.

As a media spokesperson, public representative, and public relations advisor to the Police and Fire Chiefs (or their designees), the Division Communications Manager disseminates authorized information to the media, other agencies, and the public through written and oral communications and electronic formats including social media. The Division Communications Manager responds to requests from the media and Police and Fire Department Leadership on a 24-hour basis, to include weekends. This role is responsible for engaging the media to ensure coverage of programs and initiatives of the Police and Fire Departments and activities serving the community. The Public Safety Division Communication Manager makes appropriate recommendations to Police and Fire Department Leadership regarding high-profile police and fire incidents to facilitate the advancement of the organization's overall goals.

Spokane is a safe, diverse, resilient, sustainable and growing city known for its natural beauty, economic prosperity, and exceptional quality of life for all.





ABOUT SPOKANE

Nestled in the Inland Northwest at the foothills of the Rocky Mountains, Spokane, Washington, is a vibrant growing community that still has a small-town feel. Spokane's affordable housing, growing arts and theater community, and fine colleges and universities make it a choice destination for families and working professionals alike, and outdoors enthusiasts will relish Spokane's prime location close to skiing, hiking, camping, lakes and beaches, and other recreational pursuits. Spokane is the business hub of the Inland Northwest, with an international airport, multiple business and industrial parks, and high-tech infrastructure. With seventeen local golf courses, award-winning local wineries, and Broadway plays at the Opera House, Spokane is a fantastic place to put down roots. There's something here for everyone.

EXAMPLES OF WORK

- Serves on 24-hour call, with responsibility for notifying the public and City officials of significant incidents;
- Makes decisions under pressure and deadlines regarding information that may be released to the media;
- Responds to the scene of major incidents and/or attends meetings and collects pertinent information for reports and media releases;
- Keeps Police and Fire Chiefs, command staff and City Communications staff abreast of major incidents and issues;
- Provides public information and public relations advice

and counsel to the Police and Fire Departments;

- Responsible for writing, editing, and proofreading press releases and other department publications;
- Coordinates and provides information regarding emergency incidents and other sensitive matters to the news media;
- Plans, directs, and executes publicity campaigns designed to inform citizens about various City initiatives, programs, and events;
- Performs related work as required.

THE IDEAL CANDIDATE

The ideal candidate will have a strong background in media and public relations with an emphasis in the public safety field. This position requires extensive interaction with the public, media, fire and law enforcement officers and City personnel; strong interpersonal communication skills are a necessity. Knowledge of multiple social media platforms is important to the success of this position, especially a proficiency with Facebook and Twitter and various social media management tools. The ideal candidate will be able to develop effective relationships with the media and community organizations, in order to broaden the influence of the Police and Fire Department's outreach efforts. The candidate will be familiar with web content development and management. The ability to handle multiple projects in a fast-paced environment and rely upon critical thinking and problem solving expertise is essential to success in this role.

A firefighter in full protective gear, including a helmet and a self-contained breathing apparatus (SCBA) tank, is climbing a tall, dark metal ladder. The firefighter is silhouetted against a bright, hazy background that appears to be a fire scene. The ladder is positioned vertically, and the firefighter is ascending it. The overall tone of the image is dramatic and professional.

EDUCATION AND EXPERIENCE

Any combination of education and experience which would provide the required knowledge, skills and abilities, is qualifying. Generally this would include: graduation from an accredited four-year college or university with major course work in journalism, English, communications, mass media, marketing, public relations, or a closely related field; AND, four years professional experience in journalism, communications and/or public relations. Prior experience in public safety and/or ICS certifications is strongly preferred.

BEHAVIORAL STANDARDS

As an exempt employee of the City of Spokane, the Public Safety Division Communications Manager is subject to the City's code of Ethics set forth in Chapter 1.04A of the Spokane Municipal Code. As such, "It is the policy of the City of Spokane to uphold, promote and demand the highest standards of ethics from all of its employees shall maintain the utmost standards of responsibility, trustworthiness, integrity, truthfulness, honesty and fairness in carrying out their public duties, avoid any improprieties in their roles as public servants including the appearance of impropriety, and never use their City position, authority or resources for personal gain."

COMPENSATION AND BENEFITS

The salary range for this position is \$75,606.48 to \$100,307.52, depending on experience and qualifications. The City of Spokane offers a full range of leave and insurance benefits including vacation, sick, personal, and floating holiday leave, medical, dental, long-term disability, life insurance, and a Section 125 healthcare reimbursement account. A deferred compensation plan is available with a City match up to \$200.00 a month if actively contributing. Participation in Spokane Employee's Retirement System (SERS) with matching employer and employee contributions of 9.25% of the employee's salary earnings.



HOW TO **EXPRESS INTEREST**

1

Submit a Formal Application

Please submit a cover letter, resume and [Exempt Application](#) to Greg Kinyon, City of Spokane Human Resources Department at gkinyon@spokanecity.org. **The position is open until filled, with a first review of applications on July 22, 2019.**

2

Panel Interview and Mayor's Interview

A select number of candidates will move forward to on-site panel interviews in Spokane, WA. Interview panels will consist of members of the Spokane Police and Fire Departments and other key stakeholders. Successful candidates will proceed to a final interview with the Mayor's Office.

3

Contingent Offer of Employment

A contingent offer of employment will be extended to the candidate who best fits the role Public Safety Division Communications Manager. Candidates will be subject to a thorough background check including criminal history, financial history, reference checks, and a polygraph examination.

FOR MORE INFORMATION, PLEASE CONTACT:

Jennifer L. Jackson, JD, PHR, SHRM-CP
Senior Human Resources Analyst
City of Spokane Human Resources Department
509-625-7146 Desk | jjackson@spokanecity.org

