

Job Description

PIO-(Public Information Officer)

The Uvalde County Office of Emergency Management, (OEM), is posting for the position of PIO and other required duties as assigned by the Coordinator. As a PIO, the position will provide for media information, and for the coordination of social media content from the Emergency Operations Center, (EOC), and the OEM when required, or requested by the OEM Coordinator, and or County Judge.

Job Duties / Requirements

The PIO will be responsible for the delivery of information to the media, and for the coordination of social media information on the departments Facebook page, and website presence on the Uvalde County Website. Support and develop the coordinated training, messaging, and managing of event, incident, and daily messaging duties as requested when working with other agency PIOs in a collective effort as needed. The PIO will be responsible for the setup of EOC meeting sign in sheets, utilizing Microsoft 365 for managing and distributing the QR code sheets prior to the meeting and the database file following the meeting. Other duties beyond PIO functions will also be required, as coordinated and directed with the Assistant EOC Coordinator, and EOC Coordinator. These duties revolve around the operational, and activation elements of the EOC, and the efforts required managing and maintaining the EOC during operations. These other duties in part include, but not limited to, keeping the EOC in order, maintaining supplies, materials, setup and layout of the meeting / briefing/ operations room within the EOC as needed. Be available as needed to report to the EOC during a activation, and working well with others in an operations setting, while interfacing well with the public and media as needed. Must be able to work under pressure situations, be able to work with secure information, and be able to maintain and manage information on a need-to-know basis. Must know current EOC operational practices, and be knowledgeable of response operations from a local, regional, and national level. Must be able to work with, and around response entities, responders, and information that may be disturbing, high level, and critical to life, property, and responder safety.

Hours and Direction

This position is part time, and hours worked are based on time needed. There are no set hours, EOC operations can happen at any time, any day, in any weather, and under any circumstance. We work around situations, and are flexible with work schedules, however, there are no guaranteed hours, no minimums. Must be available for notification, and or call out at any time, and availability is coordinated with the Assistant Coordinator, or Coordinator. Training and response course certification and completion are encouraged to maintain a response skill set, and knowledge of response and EOC operations.

Application

Submit applications to the Office of the Uvalde County Judge no later than 12 noon on Tuesday, September 3, 2024