

CITY OF VALLEJO



INVITES YOUR INTEREST IN THE POSITIONS OF
**COMMUNICATIONS AND PUBLIC
INFORMATION OFFICER**
and
**POLICE PUBLIC INFORMATION
ANALYST**

COMPENSATION & BENEFITS

The City of Vallejo provides an attractive compensation package that includes a competitive annual salary of **\$127,525.07**

Some of our benefits include the following:

Retirement: The City participates in CalPERS with a 2.7% at 55 formula for Classic Employees, with an employee contribution of 9%. For employees covered under PEPR, the retirement formula is 2% at 62, with an employee contribution of 6.25%.

Deferred Compensation: The City offers voluntary 457 and 401A plans with a City match of up to 1% of salary.

Health Insurance: The City participates in CalPERS Health Benefits Program, including Dental and Vision.

Vacation: 10 working days (0-3 years of service); 15 working days (3-9 years of service); 20 working days (9-15 years of service); 25 working days (15+ years of service)

Administrative Leave: 80 hours per year

Paid Holidays

Sick Leave

Life Insurance and AD&D

Flexible Spending Account (FSA)

COMMUNICATIONS AND PUBLIC INFORMATION OFFICER

The Communications and Public Information Officer will develop, implement, and manage strategic community outreach, media relations, and communications of citywide initiatives for external and internal audiences. They will be responsible for maintaining cooperative working relationships and communication with the Mayor and City Council, department management, other City departments, the media, and the public. They will develop, implement, and oversee media strategies, marketing, and public affairs programs in accordance with the City of Vallejo's goals and priorities and will be expected to research public opinion and emerging issues in order to provide advice to City staff and elected/appointed officials about communications, news media, and community implications and alternatives for

decisions, policies, and programs.

Since emergency notification instructions and advisories are primarily the City's responsibility, this position will be instrumental in disseminating emergency instructions and critical information to the public and to the media.

The incumbent in this position will be highly visible, with extensive public and media contact and will have considerable latitude for individual judgement and action within established guidelines. They will arrange, promote, and participate in public events sponsored by the City in an effort to strengthen and sustain the sense of community identity and will foster community engagement.

THE IDEAL CANDIDATE

The ideal candidate for the position of Communications and Public Information Officer will have extensive knowledge and experience in public relations and public information as they pertain to public sector; possess highly effective communication skills, both written and verbal as well as interpersonal; is capable of utilizing applicable computer hardware and software applications, including graphic and web design programs and social media platforms; is able to understand, interpret, and simplify a variety of technical subjects; and is able to assess the political environment in order to make sound political decisions under pressure.

Successful candidates will have at least four years of increasingly responsible experience in journalism, public information, public relations, or related work including two years of administrative or management responsibilities and will possess a Bachelor's degree from an accredited university with major coursework in journalism, marketing, communications, public relations, or a related field.

VALLEJO POLICE DEPARTMENT PUBLIC INFORMATION ANALYST

The Public Information Analyst is a newly created role within the Vallejo Police Department. This position will report to the Chief of Police, but receives direction from the City-wide Communications and Public Information Officer. The Public Information Analyst will serve as a liaison between the Vallejo Police Department, the news media, and the public. They will be responsible for assisting the Vallejo Police Department with the organization, development, and dissemination of public information through website content as well as digital communications systems such as Nixle, and other public relations and social media platforms. They will collaborate with several bureaus and divisions of the Vallejo Police Department to coordinate and prepare presentations, briefings, talking points, and materials needed for

key spokespeople within the Police Department. The Public Information Analyst will respond to media requests, issue news releases, crime alerts, and community bulletins in accordance with the policy standards and guidelines established by the Community and Public Information Officer and the Vallejo Police Department.

Keeping residents informed is a necessary initiative in the Vallejo Police Department's efforts to cultivate and sustain the confidence of this community.



THE IDEAL CANDIDATE

The ideal candidate for the position of Public Information Analyst will demonstrate broad knowledge of all aspects of the development and production of public information materials, effective public speaking, and the regulatory standards governing public safety or similar public service environment. They will possess outstanding written and oral communications skills with excellent command of grammar and ability to write, edit, and proofread for accuracy as well as strong development skills, with the ability to draft concise communications that convey intended voice and tone.

Successful candidates will have knowledge of the Public Safety environment and culture and will have the ability to work a flexible schedule should significant events that generate increased community or media attention arise outside of their scheduled hours. Possession of a Bachelor's degree from an accredited university with major coursework in journalism, marketing, communications, public relations, or a related field is highly desirable.

COMPENSATION & BENEFITS

The City of Vallejo provides an attractive compensation package that includes a competitive annual salary of **\$107,239.17**

Some of our benefits include the following:

Retirement: The City participates in CalPERS with a 2.7% at 55 formula for Classic Employees, with an employee contribution of 9%. For employees covered under PEPR, the retirement formula is 2% at 62, with an employee contribution of 6.25%.

Deferred Compensation: The City offers a voluntary 457 plan.

Health Insurance: The City participates in CalPERS Health Benefits Program, including Dental and Vision.

Vacation: 10 working days (0-4 years of service); 15 working days (4-10 years of service); 20 working days (10-20 years of service); 25 working days (20-26 years of service); 28 working days (26+ years of service)

Paid Holidays

Life Insurance and AD&D

Flexible Spending Account (FSA)

THE COMMUNITY



The City of Vallejo is located in Solano County and has a population of approximately 121,000 residents. Vallejo is a rapidly changing, highly diverse community located midway between the cities of Sacramento and San Francisco. It is a friendly, active waterfront community that attracts innovative, hardworking people and takes great pride in its 151 year history and maritime heritage.

Residents of Vallejo are situated to take advantage of the best of what the area has to offer. Golf, museums, performing arts, boutique shopping, brewpubs and a wide selection of restaurants are all available in Vallejo. Residents and visitors alike enjoy Vallejo's delightful historical downtown area, weekly downtown farmer's market, and beautifully restored Victorian homes and business facades. Vallejo is also home to Six Flags Discovery Kingdom, one of America's only combination wildlife, oceanarium and theme parks.

CITY GOVERNMENT

Vallejo is a full service, charter city with a fiscal year 2019-2020 total budget of over \$239 million, with a General Fund of approximately \$110 million. The City has an authorized staff of 600 FTEs employed in the following areas: Administration (Finance, Human Resources, Information Technology), Operations (Police, Fire, Public Works, Water Utilities), Community and Economic Development, City Manager's Office and City Attorney's Office. Vallejo has a Council-Manager form of government with the Mayor and six-Council Members elected at-large, on a non-partisan basis, for four-year overlapping terms.

Vallejo City Council has adopted the following goals and priorities:

- Ensure financial stability of City government
- Support the safety and well-being of our community
- Promote robust economic development
- Invest in, sustain and plan future infrastructure
- Provide for organizational stability and efficient government