



## POSITION VACANCY ANNOUNCEMENT – RE-ADVERTISED

July 10, 2019

**Closing Date: July 16, 2019**

(Position will close from date of listing or until filled.)

Application review will begin on July 17, 2019).

**Title: PUBLIC INFORMATION MANAGER (Multilingual)**

**Position Number: 2208-3002**

**Grade: GS09**

**Public School Accountability**

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### **DUTIES:**

This position will support the development, dissemination, monitoring, and evaluation of educational programs in schools. Serve as a translator for the agency. Work with other education specialists, ADE units, organizations, agencies, and education service cooperatives to support the vision, mission, goals, and priorities of the ADE. Write, edit and publicize letters, brochures, and web pages for the Division. Develop and maintain appropriate working knowledge of federal, state, and agency laws, regulations, and rules that are applicable to the specialist job function. Write, design, and publish presentations, which will include text, graphics, and charts that are provided to the Governor's Office, legislature, educators, civic groups, professional groups and others. Edit materials produced by department staff by evaluating content and impact, and ensuring materials are publishable. Perform other duties and special projects as assigned.

### **PREFERRED QUALIFICATIONS:**

Successful candidate must be fluent in Spanish and English, i.e., able to speak, read and write in both Spanish and English. This information must be indicated on the application in the special skills section. Knowledge of the organization and operation of public schools. Knowledge of rules, regulations, and statutes relating to program area. Knowledge of consultative practices and techniques. Knowledge of planning, research, and analysis techniques and procedures. Ability to plan and organize comprehensive reports. Ability to interpret and apply state and federal laws and regulations governing school programs. Ability to develop, evaluate, and monitor the effectiveness of programs and services related to program area. Some travel required.

### **SPECIAL APPLICATION INFORMATION:**

Only a completed application with work history is accepted. The work history section of the application must be complete. We do not accept resumes in lieu of completing this section.

### **MINIMUM QUALIFICATIONS:**

The formal education equivalent of a bachelor's degree in journalism, public relations, public administration or a related field; plus five years of experience in public relations, including two years in a supervisory capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

### **PROCEDURE FOR APPLICATION:**

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at [www.arkansased.gov](http://www.arkansased.gov) or [www.arstatejobs.com](http://www.arstatejobs.com). To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.