



City of Gustavus

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<https://cms.gustavus-ak.gov/>

Temporary Position Announcement

COVID-19 Incident Command Public Information Officer \$25.00 per hour

Temporary, non-benefitted hourly position

City of Gustavus is recruiting for a Public Information Officer (PIO) within the Emergency Operations Center (EOC) to assist with public health education and information outreach related to the COVID-19 pandemic. This temporary PIO has been created specifically to assist the City of Gustavus in responding to the impacts of the COVID-19 pandemic. Please consider applying today!

Hours:

Work hours are flexible with supervisor's approval. 30 hours per week are allocated through August 31, 2020. Hours and length of the position can be adjusted to 20 hours per week. Position's duration is targeted for September 30, 2020 but may last until December 31, 2020 if need requires continuing work, upon approval.

Wage:

COVID-19 Temporary PIO \$25.00 per hour

Benefits: This position is a temporary, non-benefitted, hourly position.

Duties: See attached position description for full details.

Skills and Qualifications: See attached position description for full details.

Physical Requirements:

This position could require up to several hours per shift standing on pavement meeting planes and ferries, exposed to a wide variety of Southeast Alaska weather and biting insects. Employees will need to be able to lift at least 30 pounds.

Dates of Employment:

This position will exist until the Incident Commander and or City Council determines that the work is no longer needed.

Work Location: Office location is at the Gustavus Volunteer Fire Department at 1806 Gustavus Road, Gustavus, Alaska. The job will require interacting with the public at the port of entry locations.

Supervised by: Incident Commander/Gustavus Volunteer Fire Department Chief, Travis Miller

Is COVID-19 testing required?

The employee will be encouraged to test during SEARHC Gustavus Clinic's asymptomatic testing days, starting August 1, 2020.

Application Period:

This recruitment is open as needed or until filled.

Employment application forms are available at City Hall Monday-Thursday 9am-4pm or on the City of Gustavus website at:

<https://cms.gustavus-ak.gov/administration/page/cog-employment-application>

The City of Gustavus continues to make every effort to maintain social distancing while continuing to provide services and information to Gustavus. Please consider emailing your completed application to assist us in these efforts.

Email applications to: travis.miller@gustavus-ak.gov

Mail applications to: City of Gustavus, Attn: Hiring, PO Box 1, Gustavus, AK 99826

Drop-off applications at the drop box at City Hall.

Fax applications to: 907-697-2136

We are looking for an individual who has/is:

- Excellent communication and customer service skills
- Ability to interact with a wide variety of people/travelers
- Skilled with conveying information to people/travelers effectively
- Dependable and reliable
- Friendly and approachable
- Comfortable approaching people/travelers they do not know
- Proficient with computers and technology

More information?

If you have questions about these positions, please contact Fire Chief Travis Miller at 209-8393 or 697-2707 for further information.

Notice:

CoG 3.03.01 (a) (3) (B) Employees shall conduct City work only within the City of Gustavus, unless an employee is on an authorized business or training trip or is authorized to conduct business while on approved absence.

CoG 3.03.01 (a) (3) (D) Reasonable accommodation to facilitate the submission of an application is available on request.

CoG 3.04.02 (d) (2) The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The City of Gustavus is an Equal Opportunity Employer

**City of Gustavus
COVID-19 Incident Command Public Information Officer
Position Description**

Title: COVID-19 Incident Command Public Information Officer

Part-time Temporary Position

This position requires a high degree of independent judgment, initiative, and discretion. The Public Information Officer (PIO) could oversee a staff of volunteers to assist.

Supervisor:

The Public Information Officer works under the general supervision and direction of the Incident Commander.

Job Duties include but are not limited to:

- Be the initial public/business/agency contact for the Gustavus COVID-19 Emergency Operations Center (EOC).
- Answer, reply, and/or forward COVID-19-related emails and phone calls to the correct City of Gustavus (COG) staff or EOC member.
- At the direction of the Incident Commander (IC), request and receive Workforce Protection Plans from the State EOC and Mitigation Plans from local businesses. Pass the plans on to the City Clerk for posting and distribution to the City Council.
- Create and distribute public education flyers on current State of Alaska Health Mandates and local Resolutions.
- Update the City of Gustavus COVID-19 webpage.
- Assist with the documentation and updating of current public information (e.g. Travel to Gustavus FAQ, EOC Situation Reports, Community Updates).
- Meet planes and ferries as a representative of the City of Gustavus and hand out informational materials.
- Communicate critical information effectively and in a helpful manner to the public with consideration of state or local mandates, HIPAA (Health Insurance Portability and Accountability Act) requirements, and confidentiality laws.
- Report or elevate to IC any problematic contacts with members of the public.

Skills and Qualifications:

- Computer skills –should be keenly aware of and understand various social media avenues and be proficient in Microsoft Office applications and desktop publishing software
- Publication knowledge – familiarity with page layout, color selection, illustration, and even paper selection for brochures, newsletters, flyers, and other promotional materials
- Communication skills – clear and cordial speaking and writing skills
- Organizational skills – ability to organize and execute information delivery tasks, arrange field activities, supervise small crews, and arrange public informational events
- Self-motivation – self-starter who can address issues and complete assignments with little to no supervision
- Multitasking – ability to prioritize various projects and handle more than one project at a time
- Training – preference for candidates to have the Incident Command System (ICS) 100 & 200 course completion certificates and National Incident Management System (NIMS) 700 & 800 course completion certificates. They can be acquired on the job if needed.

Other Requirements:

- Provide reliable personal transportation. (City will reimburse vehicle mileage at the federal mileage rate.)
- Dress for weather conditions outdoors and for a presentable appearance in public.
- This position could require up to several hours per shift standing on pavement meeting planes and ferries, exposed to a wide variety of Southeast Alaska weather and biting insects. Employees will need to be able to lift at least 30 pounds.