

THE CITY OF VALLEJO

INVITES YOUR INTEREST IN THE  
POSITION OF

COMMUNICATIONS  
AND PUBLIC  
INFORMATION  
OFFICER



# ABOUT THE CITY



## THE COMMUNITY

The City of Vallejo is located in Solano County and has a population of approximately 125,000 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 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 2023-2024 total budget of over \$302 million, with a General Fund of approximately \$132 million. The City has an authorized staff of 671 FTEs 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 in districts, 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

## THE IDEAL CANDIDATE

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The Communications and Public Information Officer will be a skilled, kind and thoughtful Team Player who is self-motivated, creative, responsive and direct with Communication, fostering healthy relationships with strategic partners and participating in community events, conferences, staff meetings and workshops. They will possess at least five years of progressively responsible Communications experience, displaying full confidence and savvy in working with print, digital and broadcast media and the public. The innovative PIO will embrace Vallejo's diverse and thriving culture and must be adaptable to change and collaboration. The position requires knowledge of writing/issuing news releases, conducting news conferences, creating flyers and graphic design/branding, working with City Departments, City Council and community outreach.

The ideal candidate will enjoy working in a diverse city, where it is a priority of the City Council and City Manager to increase multi-cultural communication and engagement. The Communications and Public Information Officer will also gather content and write articles for the City newsletter, conduct internal and external meetings in a highly-skilled and professional manner, often working with the City Attorney's Office in disseminating information. Must have Bachelor's degree in Communications, Journalism or a related field. Fluent in other languages a plus! The ideal candidate will value the opportunity to work with a very dedicated and talented set of colleagues.

## THE DEPARTMENT

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The City Manager's Office oversees City departments in the implementation of policies adopted by the City Council. The City Manager's Office day-to-day tasks include providing general administrative direction, leadership, and coordination of all City operations. This dynamic office includes a variety of functions and critical tasks ranging from Participatory Budgeting, Community and Volunteer Coordination, Vallejo Youth Engagement, Annual Budget Preparation, Homelessness, Citywide Grants, Special Projects, Public Information, and Community Engagement.

## THE DIVISION

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The Communications Division works directly under the City Manager and is supported by a team of employees that works closely with all Department heads and staff to ensure effective, thorough, consistent, timely and transparent communication with the media and internal and external stakeholders. The Communications Division supports professional and positive engagement with the Community through meetings, projects and activities. The Communications Division services include providing news releases, social media posts, organizing events, community meetings and publishing the Vallejo Weekly to inform the audience and stakeholders of upcoming events, job opportunities, news, happenings and City projects. The primary goals of the Communications Division are to provide effective Communication to the media and public while supporting City staff with Communications on projects to improve the lives of Vallejoans.

## THE POSITION

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The Communications Division is seeking dynamic candidates for the Communications and Public Information Officer position. This role is central in handling sensitive and timely information and conveying messages to the public and media through news releases, social media, community meetings and City's digital newsletter. We are looking for a professional who is skilled in working with the media, working well with staff in formulating responses to media inquiries in a timely manner, possesses strong graphic design/social media/branding skills and has excellent communication skills in speaking with the public and staff, online or in-person, on City-related topics. The Communications and Public Information Officer will deliver and fulfill the City's goals of providing transparent, accurate and efficient Communications.





# COMPENSATION & BENEFITS

## COMPENSATION

The City provides an attractive compensation package that includes a competitive annual salary range up to **\$167,640.72**

## APPLICATION PROCESS

If you are interested in applying for this exciting opportunity, or for more information, please visit our website at:

<https://www.governmentjobs.com/careers/vallejo>

Only online applications will be accepted.

*Candidates must attach a cover letter, resume, and 3-5 professional references to their online application and appropriately answer all supplemental questions in order to be considered for this position.*

The application period for this position will close **October 7, 2024**. Interested applicants are encouraged to apply early.

Following the final filing date, applications will be screened and the most qualified candidates will be invited to move forward in the selection process.

## BENEFITS

Some of our benefits include the following:

Retirement: CalPERS 2.7% at 55 formula for Classic Employees; 2% at 62 for PEPRAs Employees

Deferred Compensation: The City offers voluntary 457 plan and a 401a City Match Plan

Health Insurance: The City participates in the CalPERS Health Benefits Program

Dental: Delta Dental Plan of California (City pays premium)

Vision: Vision Service Plan –VSP (City pays premium)

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)

Paid Holidays: 12 paid holidays per year

Sick Leave: 12 hours per month

Administrative Leave: 80 hours per calendar year

Life Insurance: The City offers an optional supplementary life as an elected benefit at the cost of the employee, AD&D insurance at no-cost to the employee

Flexible Spending Account (FSA)

*\*\* The City of Vallejo is a Social Security participant*