



POSITION VACANCY ANNOUNCEMENT
City of Seguin
"An Affirmative Action/Equal Opportunity Employer"

PUBLIC INFORMATION OFFICER

#1217

8-22-13

Responsible for establishing and maintaining external and internal communications to promote and enhance the understanding, perception and image of the City of Seguin. This is a very responsible position that serves as a general support to all departments as needed and will be responsible for establishing and maintaining working relationships with print and broadcast media. Position requires bachelor's degree in Journalism, Communications, Public Relations or closely related field. Must have minimum of three years experience in journalism and public relations involving public speaking, preparation of printed materials such as press releases, brochures, presentations etc., knowledge of and experience with social media platforms, management of web page content, and must be able to interact well with a variety of publics. Successful applicant will have good knowledge of photography, design, layout, and basic printing and composition. Must be proficient with modern technology to include: desktop publishing software and social media. Requires valid class "C" driver's license and the ability to successfully complete a pre-employment drug screen. Salary dependent upon qualifications. Applications available at <http://seguintexas.gov> or at City Hall, 205 N. River, Seguin, TX 78155 until position is filled.