

STATE OF HAWAII
DEPARTMENT OF HAWAIIAN HOME LANDS

VACANCY ANNOUNCEMENT
(Recruitment No. 23-001)

CONTINUOUS RECRUITMENT UNTIL FILLED

INFORMATION & COMMUNITY RELATIONS OFFICER

Information & Community Relations Office, Kapolei, Oahu

This position will be filled by an exempt (non-civil service) At-Will Appointment
\$6,425/month, State benefits apply

DUTIES SUMMARY:

This position is responsible for developing and carrying out public relations, public information, and community relations programs and projects, providing information and assistance to the Hawaiian Homes Commission and Department staff on public relations and general information matters.

MINIMUM QUALIFICATION REQUIREMENTS:

Education:

Graduation from an accredited four (4) year college or university with a bachelor's degree in coursework requiring the ability to write clear and comprehensive reports and other documents, read and interpret complex written material, and solve complex problems logically and systematically.

Specialized Experience:

Three (3) years of progressively responsible full-time professional experience in organizing, planning, and conducting a program to disseminate information about an organization's activities and plans to the general public or to individuals affected by or interested in the organization's work. The experience must include evaluating the style, manner of presentation, the effect of written materials, exhibits, photographs, etc., in terms of its public information value; writing and editing material designed for a specific public information medium or a combination of media, e.g., television, radio, newspaper, publications, etc.

Supervisory Aptitude:

Applicants must possess supervisory aptitude. Supervisory aptitude is the demonstration of aptitude or potential for the performance of supervisory duties through successful completion of regular or special assignments which involve some supervisory responsibilities or aspects of supervision, e.g., by serving as a group or team leader; or in similar work in which opportunities for demonstrating supervisory capabilities exist; or by the completion of training courses in supervision accompanied by application of supervisory skills in work assignments; and/or by favorable appraisals by a supervisor indicating the possession of supervisory potential.

Substitution of Experience for Basic Education Requirement:

Excess work experience as described under the Specialized Experience or any other responsible administrative, professional, or analytical work experience that provides knowledge, skills, and abilities comparable to those acquired in four (4) years of successful study can be substituted for a year-for-year basis. To be acceptable, the experience must have been of such scope, level, and quality as to assure the possession of comparable knowledge, skills, and abilities.

Substitutions Allowed:

1. Successful completion of the military Public Information Officer training with courses in Journalism, Photojournalism, Public Affairs, Broadcasting, and related courses, may be substituted for six (6) months of the Specialized Experience.

EQUAL OPPORTUNITY EMPLOYER

2. A bachelor's degree in journalism from an accredited college or university may be substituted for six (6) months of the Specialized Experience.
3. A master's degree in journalism from an accredited college or university may be substituted for one (1) year of the Specialized Experience.

Non-Qualifying Experience:

1. Writing and editing experience is not qualifying if the experience has not also involved the determination of the appropriate information media to be used to reach a specific audience with the information to make the most effective use of a specific medium for information purposes. Examples of non-qualifying experience are writing and editing administrative manuals and instructions; or newspaper experience as a rewrite person or space contributor.
2. Public relations and press agent experience which has been concerned with publicizing individuals or products without relating the publicity to public information objectives.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she can perform the duties of the position being considered.

To Be Eligible:

Applicants must be U.S. citizens or authorized to work in the U.S. and meet the minimum qualification requirements as stated above.

To Apply:

Submit completed State of Hawaii Application for Non-Civil Service Appointment; and copies of all required licenses, certificates, and diplomas/degrees to the DHHL Human Resources Office, 91-5420 Kapolei Parkway, Kapolei, Hawaii 96805. Applications sent via the U.S. Mail must be postmarked by the filing deadline noted above (if applicable). Emailed or hand-delivered applications must be received in and by the DHHL Human Resources Office no later than 4:30 P.M. of the closing date (if applicable). Application and accompanying material become the property of the DHHL. As needed, applicants should make copies of their resumes before submittal to the DHHL. Call 620-9538 for more information.