



MADISON COUNTY HEALTH DEPARTMENT

*To protect, promote and improve the health of our
community.*

INFORMATION OFFICER

The Madison County Health Department is accepting applications for a full-time contract Information Officer. Based on applicant qualifications, this position may be filled at the Information Officer I, Information Officer II, or Information Officer III level.

General Duties include: As a member of the Administrative team, this position serves under the direction of the Public Health Director. Responsibilities for this position include but are not limited to: provide internal and external communications content, emergency preparedness and risk communications, public information officer duties, grant writing, and community coalition activities for Madison County Health Department. Community health education outreach and health promotion duties will be assigned as needed. Excellent writing and oral communication skills, web and publication design background, and familiarity with social media strongly preferred. Healthcare experience or education a plus.

Information Officer I

Minimum Education, Training or Experience: Bachelor's Degree in Public relations, communications, journalism, marketing, health education, or a related field.

Substitution for Education, Training or Experience: None

Starting Salary: \$12.95 - \$16.22/hour, negotiable with additional experience.

Information Officer II

Minimum Education, Training or Experience: Bachelor's Degree in Public relations, communications, journalism, marketing, health education, or a related field and two years of professional experience in journalism or public relations or a related field.

Substitution for Education, Training or Experience: Master's Degree in Public relations, communications, journalism, marketing, health education, public health, or a related field may substitute for one (1) year of experience.

Starting Salary: \$18.08 - \$23.00/hour negotiable with additional experience.

Information Officer III

Minimum Education, Training or Experience: Bachelor's Degree in Public relations, communications, journalism, marketing, health education, or a related field and four years of professional experience in journalism, public relations, or a related field.

Substitution for Education, Training or Experience: Master's Degree in Public relations, communications, journalism, marketing, health education, public health, or a related field may substitute for one (1) year of experience.

Starting Salary: \$20.79-\$26.61/hour negotiable with additional experience.

Applications may be obtained at the Madison County Health Department, 216 Boggs Lane, Richmond, Kentucky or online at: <https://chfs.ky.gov/agencies/dph/dafm/lhpb/Pages/employment.aspx>

Completed application and transcripts must be returned by close of business (4:30 PM) on Friday, July 26, 2019 to Madison County Health Department, P.O. Box 1208, Richmond, KY 40476.

Resume will not substitute for completed application.

Applicants and employees in this classification will be required to submit to a drug screening test and background check.

Equal Opportunity Employer

Posted 07/11/19

www.madisoncountyhealthdept.org