

**Civil Service Commission
Spokane Valley Fire Department
2120 N. Wilbur Rd
Spokane, Washington 99206
509-928-1700**

January 25, 2019

To: Candidates for the position of Community Affairs Manager

From: Civil Service Commission

Subject: Examination for Community Affairs Manager

This will serve as notice for the examination for the position of Community Affairs Manager which will be an Assessment Center.

Application Requirements:

Resume, cover letter and military preference percentage affidavit, if applicable.

Application packets shall be submitted via email on or before 5 pm on February 22, 2019 to Bob Murray and Associates (www.bobmurrayassoc.com).

Phone interviews for selected candidates will be held on **March 11-13, 2019**.

Assessment Center will be held on **March 25 - 26, 2019** and will consist of a written project and a panel interview.

A score of 80% or higher on each component (written and interview) is required in order for the candidate to be placed on the eligibility list. Any candidate who fails to obtain a score of 80% or higher on either portion of the assessment center will not be eligible to move to the eligibility list for certification.

Required occupations qualifications: To be eligible to apply for this position, the applicant must meet the following required occupational qualifications prior to the close of applications and then maintain them:

- ◆ Must have proof of eligibility for employment in the United States
- ◆ Must have a valid state driver's license
- ◆ Must have a Bachelor's Degree in Journalism, Political Science, Communications, Public Relations, Marketing, media or related
- ◆ Must have a minimum of four (4) years of experience in Public/Community Relations, Marketing, media or equivalent
- ◆ Any combination of education, training, or experience that provides the required knowledge, skills and abilities to perform essential functions

- ◆ Demonstrates knowledge of various social media tools
- ◆ Must have exceptional communication skills including verbal, written and interpersonal
- ◆ Must have strong literacy skills including reading, composition, standard and business English usage, punctuation, grammar, spelling and letter format
- ◆ Must have good planning and organizational, time management, and problem solving skills, flexibility, and adaptability while maintaining accuracy and attention to detail
- ◆ Masters' Degree preferred

Peggy Callahan

Peggy Callahan
Chief Examiner
Spokane Valley Fire Department