

**Civil Service Commission
Spokane Valley Fire Department
2120 N Wilbur
Spokane Valley, Washington 99206**

September 13, 2022

To: Candidates for the position of Multimedia Specialist
From: Civil Service Commission
Subject: Examination for MultiMedia Specialist

This will serve as notice for the examination for the position of MultiMedia Specialist. The examination will consist of a panel interview.

Starting salary for the position is \$5,272.67/month

Application Packet Requirements:

Application (attached)
Cover letter and resume
Veteran's Scoring Criteria Questionnaire (if applicable)
Special Project (instructions attached)

Date of Return – Application packets will be accepted through the close of applications (Friday, October 7, 2022 at 4pm PT) via email (callahanp@spokanevalleyfire.com)

Interviews will be held the week of October 17, 2022. Candidates will be notified via email if they are selected for an interview.

Required Minimum Qualifications

- Bachelor's degree from an accredited college or university in journalism, communications, public relations or a closely related field, and a minimum of three (3) years of specialized work experience in a creative media role. Additional experience may substitute for the education requirement on a year-for-year basis – Associates degree plus 5 years' experience.

Job description, new hire application, project instructions and veteran's scoring questionnaire are attached.

Please review instructions carefully, incomplete or incorrect applications will not be accepted.

Pegy Callahan
Civil Service Examiner
callahanp@spokanevalleyfire.com

SPOKANE VALLEY FIRE DEPARTMENT
 2120 N WILBUR RD SPOKANE VALLEY WA 99206
 PHONE (509) 892-4140
 www.spokanevalleyfire.com

NEW HIRE APPLICATION

Dear Applicant:

Thank you for your interest in Spokane Valley Fire Department. You must complete all sections of this application. Please print clearly or type the required information using black or blue ink.

PROGRAM INTEREST				
Please mark the program you are interested in:				
<input type="checkbox"/> Social Media Specialist <input type="checkbox"/> Administrative <input type="checkbox"/> Assistant Other <input type="checkbox"/> Other:				
PERSONAL INFORMATION				
First, Middle, Last				
Address:				
City:		State:		Zip:
Primary Phone:				
Email Address				
Driver's License Number:		State:		
Are you over 18 years of age?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
How did you learn of this opportunity?	<input type="checkbox"/> Website <input type="checkbox"/> Friend/Relative <input type="checkbox"/> Open House <input type="checkbox"/> Other			
IN CASE OF EMERGENCY NOTIFY				
Name:				
Phone:				
Relationship:				
MEDICAL CONDITIONS				
List any allergies or other conditions that could affect emergency treatment:				
List physical or health restrictions that could limit your effectiveness:				

EDUCATIONAL BACKGROUND					
High School					
Graduated?	<input type="checkbox"/> Yes <input type="checkbox"/> No		If not, GED?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name School(s) Attended:			City/State:		
College or Vocational School					
Graduated?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Major:		
School(s) Attended:			City/State:		
EMPLOYMENT HISTORY (List 3)					
List most recent employer first. Include fire and/or U.S. Military Service and volunteer service if applicable. If employment was under a different name, please indicate name.					
Employer:			Description of Duties and/or Responsibilities:		
Supervisor:					
Address:					
City:					
State:	ZIP Code:				
Telephone:					
Position(s):					
Dates of		to	Reason for Leaving:		
Employer:			Description of Duties and/or Responsibilities:		
Supervisor:					
Address:					
City:					
State:	ZIP Code:				
Telephone:					
Position(s):					
Dates of Employment:		to	Reason for Leaving:		
Employer:			Description of Duties and/or Responsibilities:		
Supervisor:					
Address:					
City:					
State:	ZIP Code:				
Telephone:					
Position(s):					
Dates of Employment:		to	Reason for Leaving:		
<i>If you wish to include additional experience, please attach the above information for each position on a separate sheet of paper.</i>					
REFERENCES					
List three (3) non-family references:					
Name:			Relation:		
Phone:			E-Mail Address:		
Name:			Relation:		
Phone:			E-Mail Address:		
Name:			Relation:		
Phone:			E-Mail Address:		

QUALIFICATIONS, SKILLS, & TRAINING

List any Fire/Rescue, EMS, and/or emergency management certifications you currently hold. Include expiration dates and certifying state, department, or agency. Please attach copies of your certifications to this application.

Certification	Certifying State/Department/Agency	Expiration Date

List any special qualifications, skills, certificates, training and/or licenses you hold.

CERTIFICATION & AGREEMENT

**This statement must be signed.
Please read the following statement carefully before signing.**

I understand that any information contained within this application may be verified and that all information obtained as a result of this application is confidential and will be used only for the purpose of determining employment. I understand that if I am hired by Spokane Valley Fire Department, I may be subjected to drug and/or alcohol testing and/or physical examinations. I agree to keep Spokane Valley Fire Department informed as to any changes of the information contained in this application (change of address, phone, convictions, traffic violations, etc.) I also understand that false statements or omissions of information will make this application void and may terminate my employment.

Applicants receiving a conditional offer of employment will be required to undergo and successfully pass a criminal background check. Criminal convictions are not an automatic bar to employment with Spokane Valley Fire Department. Considerations include, but are not limited to, the nature of the conviction, when the event occurred, and the relationship between the position applied for and the type of crime.

Signature of Applicant

Date

Printed Name of Applicant

**SPOKANE VALLEY FIRE DEPARTMENT
APPLICATION FOR VETERAN'S PREFERENCE**

RCW 41.04.010, as amended by House Bill 1065, provides for a veteran's preference to be added to the final passing score on written examinations for certain veterans in the recruitment and selection process. Additionally, RCW 73.16.010 provides for a preference in hiring for certain veterans and their widows or widowers. If you believe you are eligible to be considered for preference under either RCW, you need to complete and submit this questionnaire.

PLEASE READ THE ELIGIBILITY REQUIREMENTS CAREFULLY. Applicants claiming veteran's preference eligibility will be required to provide documents to verify eligibility such as a DD214 or other appropriate service discharge record.

1) VETERAN'S STATUS:

- A. I have served on active military duty, as a member in a branch of the armed forces of the United States or as a member of the women's air forces service pilots, during a period of war or in an armed conflict, as defined in RCW 41.04.005: WWI, WWII, the Korean Conflict, Vietnam Era (2/28/61 – 5/7/75 if served in the Republic of Vietnam; 8/5/64 – 5/7/75 if served elsewhere); Crisis in Lebanon, Invasion of Granada, Operation Just Cause (Panama); Operation Restore Hope (Somalia); Operation Uphold Democracy (Haiti); Operation Joint Endeavor (Bosnia); Operation Noble Eagle; Operation Desert Storm; Operation Enduring Freedom; Operation Iraqi Freedom.
- B. I have served on active military duty, as a member in a branch of the armed forces of the United States or as a member of the women's air forces service pilots, but **not** during a period of war as defined in RCW 41.04.005.
- C. I am a veteran of any war of the United States, or of any military campaign for which a campaign ribbon has been awarded.
- D. I am a widow or widower of a veteran qualifying under item 1C (listed above).

2) DISCHARGE STATUS:

- A. I have/will receive an honorable discharge.
- B. I have/will receive a discharge for physical reasons with an honorable record.
- C. My spouse received an honorable discharge or discharge for physical reasons with an honorable record.

3) RECEIPT OF VETERAN'S BENEFITS:

- A. I am not receiving any veteran's retirement payments.
- B. I am receiving veteran's retirement payments.

4) RECEIPT OF VETERAN'S PREFERENCE IN APPOINTMENT:

- A. I have never been granted veteran's preference to obtain an appointment to a position with the State of Washington or a political subdivision or municipal corporation.
- B. I have previously been granted veteran's preference and obtained an appointment to a position with Spokane Valley Fire and was afterward called or recalled to active military service for a minimum of one year during a period of war, and I am now seeking a promotion with Spokane Valley Fire.

I understand that if any of the above statements are demonstrated to be false, I will be disqualified from employment with Spokane Valley Fire. I also understand that if employed, any misrepresentation of facts regarding my receiving veteran's preference is sufficient cause for dismissal.

Print Name

Position Applied For

Signature

Date

Veteran's Preference Approved: Yes No Preference Points Available To Be Granted: 5% 10%
Eligible for preference under RCW 73.16.010 only (no written exam administered)

Spokane Valley Fire Department

Job Description

Multi-Media Specialist

approved 08/22/22

Nature of Work

Responsible for overseeing social media accounts for Spokane Valley Fire Department including creating and updating social media posting schedules, replying to comments from subscribers or liking tagged photos and coordinating with other professionals to determine how to increase SVFD's professional presence on all social media channels.

Supervision Received

Work is performed under general direction with considerable independence and discretion and reports directly to the Community Affairs Director.

Essential Job Functions

This list is illustrative only and is not a comprehensive listing of all functions and duties performed by the incumbent of this class. Duties may include, but are not limited to the following:

- Plans, produces, and directs live and taped informational programs for public and Fire Department consumption, including Board of Fire Commissioner meeting coverage, informational programming, multi camera location productions, public service announcements, and social media content.
- Monitor trends in hashtags and topics while finding unique ways to integrate them into the SVFD brand.
- Create and update social media posting schedules, reply to comments from subscribers or liking tagged photos and coordinate with other professionals to determine how to market the SVFD brand to increase usage using social media.
- Ability to develop and implement a corporate social media strategy.
- Ability to monitor online activity across departments and geographical areas to ensure anyone using the company's online tool is following established guideline and best-practice rules.
- Encourage greater social media participation.
- Identify opportunities to influence public perception through audience engagement and publicly speaking about SVFD's brand social media strategy.
- Assists in the coordination of support programming.
- Sets up, operates, maintains, and performs minor repairs on a variety of audio/video and other visual equipment. Uses computer editing equipment and related video production software.
- Researches, evaluates, and makes recommendations to management on the purchase of audio/video and computer equipment and software.
- Digitizes and uploads video programs for a variety of web-based and social media activities. Organizes and maintains a video library database.

Spokane Valley Fire Department

Job Description

Multi-Media Specialist

- Plans and produces various audiovisual and multimedia materials for communication, information, training, documentation, and learning purposes.
- Seeks input and direction from and coordinates with elected officials, department heads, other City employees, and representatives of outside agencies.
- Generates and develops original or assigned production ideas.
- Conducts research or utilizes knowledge and training to determine format, approach, content, level, and medium which will be most effective, meet objectives, and remain within budget restrictions.
- Plans and develops pre-production ideas into outlines, scripts, continuity, story boards, and graphics. Executes rough and finished graphics and graphic designs. Locates and secures settings, properties, effects, and other production necessities.
- Directs and coordinates activities of other production personnel during production.
- Supports the Community Affairs Division and overall strategy as determined by the director of Community Affairs.
- Serves the public by investigating and providing answers to requests for information and needed services. Advises supervisor and other divisions, as needed, of concerns and questions brought by the public.
- Oversees, plans, develops, and approves departmental promotions and publicity, including social media postings, public service announcements, flyers, brochures, display advertising, news releases, blog posts, web content, newsletters, news conferences, and video content.
- Plans, develops, implements, and coordinates all aspects of community involvement, including, but not limited to, various community projects.
- Facilitates the formation of the Board of Fire Commissioners and associations.
- Activities may include a Speaker's Bureau, community informational meetings/workshops, as well as displays and booths for trade and scientific shows, Open Houses, and fairs.
- Prepares, or provides technical graphics and desktop publishing assistance to Community Affairs Division working on preparations for briefings and displays. Provides public relations advice and assistance to staff as necessary.
- Makes oral presentations about assigned programs and arranges for representatives from other departments to speak.
- Performs related work as required

Spokane Valley Fire Department

Job Description

Multi-Media Specialist

Knowledge, Skills, and Abilities:

Knowledge of:

- Broadcasting standards.
- Considerable knowledge of video editing.
- Considerable knowledge of and ability to operate audio/video and related equipment and software.
- Considerable knowledge of character generation, animation, and electronic graphics.
- Ability to learn rapidly the policies, procedures, and activities of the department.
- Ability to establish and maintain effective public/employee relations.
- Video editing techniques.
- Local media.
- Local public safety agencies.

Skills in:

- Public speaking and presentation.
- Interviewing for public broadcast.
- Creative expression, including communication, both verbally and in writing, of technical or complicated subjects in clear, concise, and easily understood language.
- Customer service, relationship development, working directly with SVFD personnel to identify media and public education needs.
- Interpersonal relations, establishing and maintaining beneficial working relationships with both internal and external contacts.
- Applied technology for media communication, such as editing video content on a computer.
- Time management, including meeting tight deadlines and accommodating competing requests in a fast-paced working environment.

Abilities to:

- Ability to read standard text and information on a video monitor.
- Ability to communicate so that information can be clearly received and conveyed.
- Ability to operate a computer.
- Ability to walk, stoop, kneel, and crouch while operating a handheld camera or setting up audio/video equipment.

Spokane Valley Fire Department

Job Description

Multi-Media Specialist

- Ability to manually adjust audio/visual equipment.
- Ability to drive an automobile.
- Duties may be performed in hazardous areas. May be required to wear Firefighter gear.
- Work is light to medium in nature; requires ability to lift and move audio/video equipment weighing up to 50 lbs.
- Unusual hours may be required.
- Various work locations, both indoor and outdoor, may be used as needed.

Minimum Qualifications

Education and Experience:

- Bachelor's degree from an accredited college or university in journalism, communications, public relations or a closely related field, and a minimum of 3 years of specialized work experience in a creative, media role; or,
- Additional experience may substitute for the education requirement on a year-for-year basis - Associates degree plus 5 years' experience.

Promotional Requirements:

- One year of experience in the classification of Public Information Officer.
- License: A valid driver's license is required.

Revised by the Board of Fire Commissioners this 22nd day of August 2022.

Patrick Burch

[Patrick Burch \(Aug 22, 2022 18:17 PDT\)](#)

Patrick Burch, Board Chair
Spokane Valley Fire Department

MultiMedia Specialist Position

Project Instructions:

Both projects should reflect promoting public education in relation to fire and life safety education and SVFD.

- 1. Provide an educational graphic or flyer with pictures – attach the flyer or graphic below**
- 2. Provide a short educational video 30 second to 1 minute in length to demonstrate editing skills. Provide a link to your video _____**