



ANNOUNCEMENT OF POSITION AVAILABILITY



TITLE: Specialist I
Public Relations Officer

REQUISITION # 2009011593

EMPLOYER: New Mexico Department of Agriculture (NMDA)
Director/Secretary Office

REPLY TO:
New Mexico Department of Agriculture
Human Resources, MSC 3189
P. O. Box 30005
Las Cruces, NM 88003-8005

EFFECTIVE DATE: Immediately

SALARY: Commensurate with qualifications and experience

TELEPHONE: (575) 646-7523

POSITION LOCATION: Las Cruces, NM

DEADLINE FOR APPLYING:
Review of applications will begin
November 23, 2009, and continue
until filled

REQUIRED QUALIFICATIONS: Knowledge of communication principles, media, and marketing techniques. Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community. Technical writing skills, with the ability to create, compose, and edit written materials; ability to develop and deliver presentations; and the ability to plan and create communications that are responsive to the needs of the organization. Good public speaking/Radio/TV skills. **MINIMUM QUALIFICATIONS:** **Education:** Bachelor's degree – **Experience:** Two (2) years of experience.

RESPONSIBILITIES: Under the leadership of the Director/Secretary of Agriculture, the Public Relations Officer will keep the public informed of the activities of the New Mexico Department of Agriculture. Key duties and responsibilities include, but are not limited to:

- Designs, writes, develops, and prepares various informational and/or technical materials for publication
- Serves as unit liaison and coordinator on public and/or media relations issues
- Writes and edits public relations materials including news releases, articles, and newsletters
- Provides support and represents the organization at various promotional events and business/community meetings as assigned or as appropriate
- Performs miscellaneous job-related duties as assigned
- Emcee special events as required

CONDITIONS OF EMPLOYMENT: Defensive driving training required within three months after employment. Driving record subject to investigation.

APPLICATION REQUIREMENTS: A complete application consists of the NMDA application form (available at <http://www.nmda.nmsu.edu/Jobs.html>), a letter of application (1-2 pages maximum addressing special skills, experience and why applicant is interested in the position), personal resume including references, and college transcripts. All materials must be received no later than the close of business on the deadline date above.

BENEFITS OFFERED: Group medical, dental, and hospital insurance; group life insurance; sick leave; annual leave; worker's compensation; unemployment compensation; and state education retirement. Opportunity for educational advancement.

All offers of employment, oral and written, are contingent on the university's verification of credentials; individual's eligibility for employment in the United States; and other information required by federal law, state law, and NMSU policies/procedures; and may include the completion of a criminal history check. NMSU is an equal employment opportunity/affirmative action employer.