

Position Title: Public Information Specialist

Position Summary: The Lake Michigan Air Directors Consortium (LADCO) is accepting applications for a Public Information Specialist to assist the Wisconsin Department of Natural Resources (WDNR) with providing information and stakeholder services to WDNR Air Management Program. The position will be located at the WDNR headquarters in Madison, Wisconsin. Starting pay will range from \$24.50/hr to \$36.50/hr and is based on the candidate's qualifications and experience. Job duties include:

1. Coordinate the development and implementation of public involvement and communications plans for addressing emerging Air Program issues including new and revised federal standards for criteria pollutants, potential nonattainment areas, permit streamlining, major rules and regulations and new initiatives. Duties may include developing and editing public reports with technical content; preparing news releases, talking points, and other materials for an external audience; assisting with media inquiries; responding to public inquiries and stakeholder requests; organizing public meetings and teleconferences; and using other tools to effectively convey information and involve affected stakeholders and the public in air management activities.
2. Organize and facilitate program meetings with external stakeholders in consultation with program management and staff, including developing agendas, arranging meeting logistics, developing meeting materials, and assisting with the development of public presentations.
3. Manage the content of the Air Program external web pages and intranet by writing and editing new content and coordinating updates to existing web pages. Represent the program on the Environmental Management Division Communication Team and other appropriate teams and committees.

Candidates should possess a Bachelor's degree and 2 years of relevant experience. Excellent communication skills in all media, including strong technical writing and editing skills are a must. Additionally, candidates should have the ability to establish and maintain positive and effective interpersonal relationships with the public, external stakeholders, and interest groups. An ideal candidate will have knowledge of basic air pollution control techniques and terminology, as well as a working knowledge of federal and Wisconsin air regulations and policies. Candidates should have the ability to plan, organize and coordinate assignments independently, as well as knowledge of common computer software applications (including MS Word, MS OneNote, and MS SharePoint).

To apply, please send a single PDF with one-page cover letter, resume, and writing sample by October 7, 2018 to Ms. Christina Hogan, at [ChristinaA.Hogan@Wisconsin.gov](mailto:ChristinaA.Hogan@Wisconsin.gov). Please reference "Public Information Specialist Applicant" in the email subject line.

Working Title: Public Information Specialist

Location: This position is located in the central office of the Department of Natural Resources in Madison, Wisconsin.

Position Description:

Under the general direction of the Business Support and Information Technology Section Chief, this position provides comprehensive information and stakeholder services to the Wisconsin Department of Natural Resources' Air Management Program. This position will manage public inquiries, coordinate meetings and the exchange of information with external stakeholders, oversee the program's web presence, and coordinate information dissemination activities with other programs. The position will provide strategic advice to the Air Management program director and management team on public information issues. This person will also review technical documents, develop informational materials, and assist the program in proactively conveying major policy initiatives, data, and information originating within the program to stakeholders and the public.

General Description of Duties

- 40% Coordinate the development of and implement public involvement and communications plans for addressing emerging Air Program issues including new and revised federal standards for criteria pollutants, potential nonattainment areas, permit streamlining, major rules and regulations and new initiatives. Duties may include developing and editing public reports with technical content; preparing news releases, talking points, and other materials for an external audience; assisting with media inquiries; responding to public inquiries and stakeholder requests; organizing public meetings and teleconferences; and using other tools to effectively convey information and involve affected stakeholders and the public in air management activities.
- 30% Organize and facilitate program meetings with external stakeholders (such as the Air Management Study Group) in consultation with program management and staff, including developing agendas, arranging meeting logistics, developing meeting materials, and assisting with the development of public presentations.
- 25% Manage the content of the Air Program external web pages and intranet by writing and editing new content and coordinating updates to existing web pages. Represent the program on the Environmental Management Division's Communication Team and other appropriate teams and committees.
- 5% Complete other duties as may be assigned.

Specific Tasks

- Respond to general public inquiries about the air program.
- Review and edit public reports with technical content.
- Serve as program liaison to the Department Office of Communication.
- Lead the program's public involvement efforts.
- Assist the department in stakeholder outreach to areas violating National Ambient Air Quality Standards (NAAQS) and facilities affected by federal or state air regulations.

- Develop and implement procedures to ensure external stakeholders are notified of the latest program rules, plans, policies, and guidance.
- Coordinate development of informational materials (including talking points and communications plans) that help the public and other external customers understand technical program issues.
- Organize and facilitate stakeholder meetings, technical advisory committees, and other public meetings on air management issues, including the Air Management Study Group and Interagency Air Quality Task Force.
- Assist program with corresponding with the Legislature, U.S. EPA, and other state and Federal agencies.
- Identify issues for news releases, prepare initial drafts and review final content.
- Participate on NACAA Public Education and Communications Committee.
- Serve as liaison to the Environmental Management Division's Communication Team.
- Administer the program's GovDelivery listservs.

Required Knowledge, Skills and Abilities

- Strong written and verbal communication skills.
- Strong technical writing and editing skills, including ability to convey complex technical information to a lay audience.
- Ability to establish and maintain positive and effective interpersonal relationships with the public, external parties, and interest groups.
- Ability to plan, organize, and coordinate assignments independently.
- Bachelor's degree and at least two year's relevant experience required.
- Knowledge of basic air pollution control techniques and terminology preferred.
- Knowledge of federal and Wisconsin air regulations and policies preferred.

# LAKE MICHIGAN AIR DIRECTORS CONSORTIUM

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## ANNUAL BENEFITS OVERVIEW

As a new LADCO Employee, you will be eligible for the following benefits beginning on the 1<sup>st</sup> day of the month following your date of hire. Your vacation time, sick time, personal days, and holidays will be pro-rated for the first year based on your hire date.

Vacation: 10 days/year

Holidays: 9 Holidays + 2 Personal Days

Sick: 10 days

Insurance: Medical, Dental and Vision paid 90% by LADCO

\$500 Healthcare Reimbursement Account (HRA)

**\*You must elect the Health Insurance Plan to be eligible for HRA**

\$150,000 Term Life Insurance paid 100% by LADCO

\$15,000 Accidental Death and Dismemberment Insurance paid 100% by LADCO

Long Term Disability Insurance paid 100% by LADCO

Retirement: Optional Fidelity 403b IRA; LADCO matches up to 5% of salary

Flexible Benefits: Healthcare Flexible Spending Account (FSA) and Dependent Care Account (DCA) available for pre-tax contributions