



San Joaquin County Employment Opportunity

Public Information Officer

Board of Supervisors



SAN JOAQUIN
—COUNTY—

Greatness grows here.

Public Information Officer

About the position

San Joaquin County Board of Supervisors is seeking an exceptional professional to fill the role of Public Information Specialist. As a crucial member of the organization, you will be responsible for maintaining effective communication between the Board, the community, and the media. We are looking for an individual who possesses a unique combination of strong communication skills, strategic thinking, and a passion for public service. The incumbent will represent all 5 members of the Board on non-campaign related activities.

The Ideal Candidate

The ideal candidate will have a proven track record in public relations or communications, preferably in a governmental or public sector setting. You should have a deep understanding of the local political landscape, as well as the ability to navigate and communicate effectively within it. Your role will involve crafting compelling messages, disseminating accurate information, and fostering positive relationships with key stakeholders, including the media, community organizations, and elected officials.

Why San Joaquin County

Join San Joaquin County and be a part of an organization that is committed to public service, professional growth, and community impact. Experience the rewards of working for a county that values its employees and fosters a collaborative and inclusive work environment.

San Joaquin County offers a vibrant and diverse community with a rich history, natural beauty, and a wide range of recreational opportunities. From picturesque landscapes to cultural festivals and events, the County provides a high quality of life for residents. Working for San Joaquin County allows you to be a part of this dynamic community and contribute to its growth and development.

By joining San Joaquin County, you will have the opportunity to make a meaningful impact on the lives of residents and contribute to the betterment of the community. The County's initiatives and policies directly shape the quality of life for its diverse population, and as a Public Information Officer, you will play a vital role in ensuring transparent and effective communication about these initiatives.



Public Information Officer

Compensation and Benefits

Approximate Annual Base Salary:

\$83,268 - \$101,212

*Includes 10% Confidential Unit Supplement

In addition to the base salary, the County offers a comprehensive compensation package that includes:

- 1% employer contribution to the County's 457 Deferred Compensation Plan
- 10% Confidential Unit Supplement
- Vacation cash-out up to 8 days annually
- 1937 Retirement Act plan with CALPERS reciprocity
- 125 Flex Spending Benefits Plan
- 12 days of sick leave annually (unlimited accumulation)
- 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- 14 paid holidays per year
- County contribution to medical, dental, and vision.

Potential cashable compensation	Step 1	Step 5
Annual Salary	\$81,087	\$98,562
10% Confidential Supplement	\$8,108	\$9,856
1% Deferred Comp	\$810	\$985
Vacation Cash-out (8 days)	\$2,495	\$3,032
Total	\$92,500	\$112,435

Recruitment Incentives*

- Reimbursement of qualifying moving expenses up to \$2,000
- Vacation accrual rate consistent with candidate's total years of public service
- Sick leave credit up to 160 hours of unreimbursed sick leave from prior employer

*Incentives must be approved by the County Administrator.

Recruitment Announcement

0226-EB0205-EX

Equal Opportunity Employer

Minimum Qualifications

Education: Four-year degree with a major in communications, journalism, public relations, advertising, marketing, business administration, public administration or a closely related field.

Experience: Two years of experience in professional public relations, media relations, journalism, or community relations with responsibility for writing and placing news releases or featured articles through social, visual and written communications; which includes a minimum of one-year of experience providing information to the public in the capacity of a public relations spokesperson.

Application and Selection

If warranted by the number of candidates, applications may be reviewed by a screening panel to determine those selected to participate in a screening interview. The most qualified candidates will be invited to participate in an interview during a public meeting with the County Board of Supervisors.

Tentative Screening Interviews: **Week of March 23**

Tentative Interview with the Board: **April 14**

Final appointment will be conditional upon passing a pre-employment drug screening test, DOJ Live Scan fingerprinting, as well as a background investigation.

A completed application package including the supplemental questionnaire must be submitted online by the final filing date:

Final Filing Date: March 11, 2026

This position is exempt from the San Joaquin County Civil Service system. Appointments to exempt positions are at-will and are not governed by the Civil Service Rules.

Public Information Officer

Primary Responsibilities

The Board of Supervisors Public Information Officer reports to the Chair and serves as the primary communications liaison for all five-members of the Board. They are responsible for delivering accurate and accessible information to the public which is essential to effective governance.

The typical duties for the PIO include but are not limited to:

- Acting as the main point of contact for all public communication matters, ensuring a unified voice and consistent messaging.
- Work with the Chair of the Board to develop and refine key messages, ensuring alignment with the Board adopted Strategic Priorities.
- Utilize expertise and knowledge in the areas of effective communication styles and methods and public relations to maximize the impact of the Board's communication initiatives.
- Coordinate and prioritize the communication needs of each office, ensuring their unique messages are effectively delivered to the public.
- Develop tailored messaging strategies that align with goals and objectives.
- Provide support to Board Chiefs of Staff that enables Board members to connect directly with the public.
- Manage media relations and draft press releases that align with the priorities and activities of each office and increase public awareness regarding services and programs.

