

## The Vernonia Rural Fire Protection District is Hiring a Volunteer Public Information Officer

Vernonia Rural Fire Protection District located in Vernonia, OR is currently hiring a Volunteer Public Information Officer.

VRFPD is comprised of volunteers that dedicate their time to make their community safe! It takes enthusiasm, time, motivation, and commitment from those volunteer's to ensure the safety of our district.

VRFPD's Volunteer Staff is comprised of many diversely skilled people who share their spare time every day to help keep their district a better and safer place to live.

### GENERAL STATEMENT OF DUTIES

VRFPD's Public Information Officer (PIO) position has been established to keep Vernonia citizens informed about the activities of this agency, and to build a bridge between VRFPD and the community it serves.

### EXAMPLES OF PRINCIPAL DUTIES

- The Public information officer will serve as a liaison between VRFPD and the media. The PIO will write news releases, plan news conferences and respond to inquiries from the media. He/she may escort reporters and photographers who come to our facility for interviews or photographs. The designated PIO will be expected to maintain an archive of news clippings about the agency, and will also respond to open records requests submitted by reporters.

- In addition to facilitating media stories, he/she will keep the public informed through direct communication, VRFPD's website and Facebook. VRFPD's PIO will prepare printed and electronic newsletters, brochures, and posters, and may write/place newspaper, radio and/or television ads. He/she will



answer phone calls from citizens, may represent the agency at public meetings, and plan for the agency's presence at conferences, state fairs or community events.

- VRFPD's PIO will be expected to commit 5-10 hours of their time per week and be available to respond to incidents as needed.

- VRFPD's PIO must have a valid ODL and reliable transportation.

Skills, Abilities and Personal Traits

- Public information officers need strong writing skills and should be proficient in Microsoft Office products. Photography skills are a plus, as is familiarity with Adobe Photoshop. PIOs should have strong grammar, spelling and punctuation skills and may also need to be fluent in Associated Press style.

- PIOs need to be outgoing, detail-oriented individuals with strong communication abilities. They must work well under stress and be able to meet tight deadlines.

Education and Experience

- High School Diploma

- Work experience in communication, journalism, public relations or a related field is preferred.

- VRFPD is willing to provide the right candidate with continued education to meet these job requirements.

If you would like to apply for this Volunteer Position with VRFPD, please pick up your application at:

555 East Bridge Street, Vernonia, Oregon, or contact Deputy Chief Dean Smith at: 503-429-8252 if you need additional information.

**The deadline for this application is Jan. 1, 2013.**

## On the Shelves: What's Happening at the Vernonia Library

By Jennifer Moloney

As libraries gradually transform into more than just a building full of books (oh technology!) we librarians find ourselves trying to figure out what our communities would like to see offered at their library. Could it be more programs? Classes? Events?

This is where we need your help. Help us move in the direction YOU would like. This month a 'Vernonia Public Library Needs Assessment Questionnaire' will be included with Vernonia water bills. There will also be questionnaires at the Vernonia Library if you would like to pick one up there. Please, take the time to fill it out and turn it in to either the Vernonia Public Library or Vernonia City Hall. Your input is greatly appreciated!

There are several events happening at the library including our regularly scheduled pre-school story time (Mondays at 10:30 AM) and after-school activity programs (Tuesdays at 3:45 PM). There are a couple of unique events happening right now as well.

**'Food for Fines' at the Vernonia Public Library!** That's right, November 26, 2012 – December 10, 2012, you can help feed our community while paying off your library fines. We will be sponsoring

a food drive and fine amnesty program to benefit Vernonia Cares Food Bank. For each food item donated, \$1 will be credited toward your fine balance up to a maximum of \$10.00. Please note that credit cannot be applied to lost or damaged book replacement fees. Patrons who do not have fines are also encouraged to make donations of non-perishable food items. Home-canned items, cans that are past their expiration date or are dented or damaged, or cans with barcodes lined or scratched through will not be accepted.

November 26<sup>th</sup> – December 10<sup>th</sup> you will find a table just inside the library doors filled with book selections the Vernonia Public Library would like to add to the collection. If you would like to make a gift to the library and 'adopt' one of these titles we would be grateful. St. Helens Book Shop has worked with us for several years during the holiday season to provide these books at 20% off list price. Sadly, this will be the final year as the business is closing.

There are many new books for adults and children both. Stop by and check out the list! I would like to leave you with a review of one young adult book I recently read.

**Between shades of gray by Ruta**

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### FOR TOWING EMERGENCIES IN AND AROUND THE VERNONIA AREA

*Make sure you request service from a local provider!*

Police and County personnel are required to use a rotation of available providers, **UNLESS YOU SPECIFICALLY ASK** for a service by name.

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The IRS does not endorse any particular individual tax return preparer. For more information on tax return preparers, go to www.irs.gov.

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