



Operations Office  
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Brad Loveless, Secretary

Laura Kelly, Governor

## **PUBLICATIONS EDITOR - Position #K0230050**

This permanent, full-time position is located in the Information Production Section at the Pratt Operations Office, Pratt, KS; and is directly supervised by Nadia Reimer, Chief of Information Production.

The incumbent will play an integral role in managing the agency's overall social media presence, to include developing content, engaging with audiences, establishing social media guidelines and best practices, conducting regular analytics reports, and keeping abreast of emerging technologies;

Regularly contribute to the agency's statewide news release program, to include selecting topics, soliciting quotes, fact checking, writing, photo selection, and publishing to ksoutdoors.com and appropriate social media channels;

Serve as associate editor of *Kansas Wildlife & Parks Magazine*, to include writing an original column and feature articles as assigned, photo selection, graphic design (where applicable), and soliciting and editing of content;

Assist in the creation, implementation and evaluation of agency information and marketing efforts, to include social media campaigns, PSAs, printed materials, web content and earned media;

Develop and maintain knowledge of current natural resource conservation issues and outdoor recreation activities – to include hunting, fishing, camping and boating;

Serve as an agency public affairs contact, collaborating with the appropriate agency staff to ensure accurate and timely information, and monitoring new developments and reporting on these issues; and complete special projects, as assigned.

**BENEFITS:** Beginning hourly wage, \$23.31/hour; group health and life insurance; retirement; optional deferred compensation, dental and vision options; holidays; and sick, vacation, and parental leave.

**MINIMUM REQUIREMENTS:** A Bachelor's degree in communications, marketing, public relations, journalism or related field with knowledge of outdoor recreation, and/or applicants with a Bachelor's degree in biology, natural resource management or wildlife-related field with strong written and verbal communication skills. Experience may be substituted for education as determined relevant by the agency.

The successful candidate must possess and maintain a valid driver's license and must pass a background check.

**ADDITIONAL QUALIFICATIONS/SKILLS/ABILITIES:** Applicants with experience using the Adobe Creative Suite or similar design software, and/or applicants with photography experience, are preferred.

**HOW TO APPLY:** Go to the State Employment Center at <https://admin.ks.gov/services/state-employment-center> and follow the directions below:

- Click on the **Careers** button on the left hand side of the screen and either **Sign in** to your existing account or **Register** for a new account.
- **Review and complete** your contact information on the **My Contact Information** page. Please make sure to include your **email address**.
- **Upload documents** listed in the **Required Documents** section of this job posting to the appropriate location.
- **Complete and Submit** your application.
- **Check** your **email** and **My Job Notifications** for written communications from the Recruiter.
  - **Email** - the **email** listed on the **Careers>My Contact Information** page.

- **Notifications** - view the **Careers>My Job Notifications** page

**The following are the required items to apply:**

- 1) a letter of interest
- 2) a detailed resume; **including a valid e-mail address**
- 3) transcript material, if applicable, (copies of official transcripts or unofficial student copies are acceptable as long as degree is conferred)
- 4) KDWPT employment application
- 5) an authorization to release information form\*\* (this can be found at the following website):  
<https://www.ksoutdoors.com/news/KDWPT-Info/Jobs/Employment-Application-Additional-Info> and,

*\*\*Please note, this form must either be witnessed and signed by a Kansas Department of Wildlife, Parks and Tourism employee or signed in front of and notarized by a notary public. We reserve the right to conduct a background check on all qualified applicants.*

- 6) Kansas Tax Clearance Certificate

**Kansas Tax Clearance Certificate:** Each applicant applying for a State of Kansas job vacancy must obtain a State Tax Clearance Certificate by accessing the Kansas Department of Revenue's website at <https://www.ksrevenue.org/taxclearance.html>. A **Tax Clearance** is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. Applicants are responsible for submitting their certificate with all other application materials to the hiring agency. This is in accordance with Executive Order 2004-03.

**Incomplete applications will not be considered. A complete application packet must be submitted for each position. We no longer make copies of previous applications.** Submitted application materials will be reviewed in Pratt to assure that the position minimum requirements are met, and those meeting the minimum requirements will be forwarded to the respective division for interview selection.

Applicants are notified whether or not they are selected to interview. The interview is generally a one-time, panel interview consisting of position-specific questions for all applicants (same questions for each applicant), with the selection being made after all candidate interviews are completed.

**Veterans' Preference Eligible (VPE):** Former military personnel or their spouse that have been verified as a "veteran" under K.S.A. 73-201 will receive an interview if they meet the minimum requirements of the position. The veterans' preference laws do not guarantee the veteran a job. Positions are filled with the best qualified candidate as determined by the appointing authority. Additional VPE information can be found at <https://admin.ks.gov/services/state-employment-center/veterans>. Applicants claiming veterans' preference for the first time must mail a copy of your DD-214 to the Office of Personnel Services, 900 SW Jackson, Room 401-N, Topeka KS 66612, or FAX to 785/291-3715.

**DEADLINE TO APPLY – POSTMARK: May 31, 2019**

**The Americans with Disabilities Act ensures your right to reasonable accommodations during the employment process—individuals with disabilities are encouraged to contact the agency recruiter if reasonable accommodations are needed for any part of the application or hiring process. Equal Opportunity Employer. Women and minorities are encouraged to apply. Veteran's Preference Eligible.**