



Georgetown Divide Public Utility District
6425 Main Street, P.O. Box 4240
Georgetown, CA 95634
(530) 333-4356 • www.gd-pud.org

The Georgetown Divide Public Utility District

invites applications for the position of:

PUBLIC INFORMATION SPECIALIST

SALARY RANGE: \$32.93 to \$40.01 per hour plus benefits, depending on qualifications

OPENING DATE: October 19, 2026

FINAL FILING DATE: Applications will be accepted until the position is filled. First review date for applications will be held on November 20, 2026.

The Georgetown Divide Public Utility District is excited to introduce a new Public Information Specialist position, offering a unique opportunity for an enthusiastic and creative professional to join the District on the ground floor and help develop and shape this exciting new role. The Public Information Specialist will play an important part in strengthening communication between the District and the community by developing clear, timely, and engaging public information, creating outreach materials, supporting public education efforts, and establishing the District's presence across various communication platforms. This position provides the opportunity to learn, grow, take initiative, and make a meaningful impact while working closely with District leadership and staff to help shape the future of public communication for the District.

All completed applications will be screened for the required qualifications. After the final filing date, selected applicants will be invited to a written and/or oral examination. Each applicant will be notified by mail or phone concerning further participation in the selection process.

THE POSITION:

Under the general direction of the General Manager, the Public Information Specialist develops, coordinates, and implements the District's public information, communications, community outreach, and public education programs. The position serves as the District's primary communications professional and is responsible for maintaining positive relationships with customers, the community, media, regulatory agencies, and other stakeholders through timely, accurate, and professional communications.

In addition to public information responsibilities, the position serves as the District's internal Information Technology (IT) Coordinator by providing basic technical support to staff, coordinating technology projects, and acting as the primary liaison with the District's contracted IT consultant. The position does not perform advanced network administration but assists in coordinating technology services, equipment, cybersecurity initiatives, and technology improvements throughout the District.

ESSENTIAL FUNCTIONS:

The examples of essential functions described below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.

- Develop, implement, and maintain the District's public information and communications program.
- Prepare news releases, public notices, newsletters, annual reports, fact sheets, brochures, and other public communication materials.
- Manage and maintain the District's website, ensuring information is accurate, current, accessible, and ADA compliant.
- Create, schedule, and manage content for the District's social media platforms.
- Develop communication plans for emergency situations, water outages, service interruptions, and other public notifications.
- Coordinate public outreach and educational programs related to water conservation, District projects, emergency preparedness, and public services.
- Coordinate with General Manager responses to media inquiries.
- Prepare presentations and informational materials for Board of Directors meetings and community organizations.
- Coordinate public meetings, open houses, educational events, and community engagement activities.
- Develop graphics, presentations, photographs, and digital content to support District communications.
- Ensure consistent District branding and messaging across all communication platforms.
- Monitor community feedback and recommend communication strategies to improve public awareness and customer engagement.
- Assist with Public Records Act requests and records management related to public communications.
- Support interdepartmental communications and employee informational programs.
- Serve as the District's primary point of contact for routine information technology needs.
- Coordinate with the District's contracted IT consultant regarding technology issues, projects, maintenance, and system upgrades.
- Assist employees with basic computer, software, printer, mobile device, and technology support.
- Coordinate the setup of new employee computer equipment, user accounts, email access, and technology resources in conjunction with the IT consultant.
- Track and coordinate hardware replacement, software licensing, warranties, and technology inventory.
- Assist with implementation of cybersecurity initiatives, including employee security awareness, password management, and multifactor authentication.
- Coordinate technology purchases and recommend hardware and software improvements.
- Maintain IT documentation, technology inventories, and user procedures.
- Monitor technology issues and ensure timely resolution through coordination with the District's IT consultant.
- Assist with technology-related vendor contracts and project coordination.

- Support implementation and maintenance of District software systems including business applications, document management systems, GIS, utility software, and cloud-based services as assigned.

A detailed job description is available on the District website at www.gd-pud.org.

MINIMUM REQUIREMENTS TO QUALIFY:

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

Education

Bachelor's degree from an accredited college or university in Communications, Public Relations, Journalism, Marketing, Public Administration, Information Technology, Business Administration, or a closely related field.

Experience

- Three (3) years of progressively responsible experience in public information, communications, public relations, marketing, or community outreach.
- Experience providing technology coordination or information technology support is desirable.
- Experience working for a public utility, municipal utility district, water district, special district, or other public agency is highly desirable.

License Certificate Registration Requirement

- Valid California Class C Driver's License.

PHYSICAL EXAMINATION:

Applicants must pass a physical examination, substance abuse screening, and background check before employment with the District.

HOW TO APPLY FOR THIS POSITION:

- Interested individuals can pick up an application at the District office located at 6425 Main Street, Georgetown, or request an application by emailing Stephanie Beck at slbeck@gd-pud.org.
- Return a completed application at the District office, or send by mail to:
Georgetown Divide Public Utility District
PO Box 4240
6425 Main Street
Georgetown, CA 95634
- Completed applications can be emailed to Stephanie Beck at slbeck@gd-pud.org.

For further information stop by our office, call (530) 333-4356 or visit our website www.gd-pud.org.

Georgetown Divide Public Utility District is an Equal Opportunity Employer