



WE ARE HIRING

Public Relations Specialist

DEPARTMENT : Public Information Office

SALARY : \$30.36 - \$42.90 Hourly

BENEFITS : Benefits Eligible

TYPE : Full-Time

Closing Date: Thursday, February 26th, 2026, at
5:30pm, or once 20 qualified applications are
received, whichever occurs first.



■ The Position:

Under direct supervision, performs a variety of support activities in administering the Town's public information, community, and public relations program in coordination with department goals and objectives and established public relations policies and procedures; and performs related work as required.

■ Requirements:

Equivalent to the completion of the twelfth (12th) grade and two (2) years of college coursework in communications, marketing, or public relations, or a related field, and one (1) year of experience in public relations or related experience. Experience in Public Information is highly desired. The ideal candidate should be organized and willing to learn new systems (i.e. the Town of Apple Valley's Website and Adobe).

- ✓ Valid California class C driver's license with satisfactory driving record and automobile insurance.
- ✓ May be required to work evenings and weekends on an as needed basis.
- ✓ A completed supplemental questionnaire is required in addition to the application package. Please refer back to the job posting for the supplemental prompt and further instructions on how to submit. **Applications submitted without a completed supplemental questionnaire are considered incomplete and will be rejected.**

An application package is available at:
Development Services - 14975 Dale Evans Parkway,
Apple Valley, CA 92307



Apply Now! 
www.applevalley.org
jobs@applevalley.org