



# North Lake Tahoe Fire Protection District

Serving the Citizens of Incline Village & Crystal Bay, NV

## Recruitment for Public Information Officer



The North Lake Tahoe Fire Protection District (NLTFPD) is seeking a highly motivated and skilled Public Information Officer (PIO) to join our team. This is an exciting opportunity for an individual with exceptional communication skills, a passion for community engagement, and the ability to lead fire and life safety public education initiatives. Since 1959, NLTFPD has had the honor of protecting life and property in one of the most beautiful places on earth. Additionally, NLTFPD has maintained an active presence and strong reputation amongst our agency partners in the Lake Tahoe Basin and surrounding jurisdictions. NLTFPD is nestled in the northeastern portion of the Lake Tahoe Basin, on the Nevada side of the Lake serving the communities of Incline Village and Crystal Bay, an area of approximately 16 square miles. The area has a permanent population of approximately 10,000 residents that doubles during peak winter and summer recreational periods.

### DUTIES ARE, BUT NOT LIMITED TO:

The Public Information Officer (PIO) is responsible for leading and coordinating community risk reduction initiatives within the North Lake Tahoe Fire Protection District (NLTFPD). Reporting directly to the Fire Chief and Fire Marshal, the PIO plays a key role in public engagement, emergency communication, and public education efforts. This position requires adaptability, collaboration, and the ability to manage multiple priorities effectively. The PIO works closely with various NLTFPD divisions, local municipalities, and external agencies to ensure all outreach efforts align with the District's mission of fire safety and community preparedness.

## Required Qualifications

- Proven experience in public information, media relations, or communications.
- Strong verbal and written communication skills, including the ability to craft clear and accurate press releases and updates.
- Familiarity with emergency response protocols and crisis communication strategies.
- Ability to remain calm and professional under pressure, particularly in high-stress or emergency situations.
- Proficiency in using social media platforms for real-time updates and information dissemination.
- Ability to respond promptly and effectively to public and media inquiries during emergencies.
- Knowledge of basic public safety terminology and operations.

### BENEFITS

- Salary range \$55,120 - \$110,427 DOE
- No Nevada State Income Tax if Nevada resident
- Nevada PERS - contributions paid 100% by District. Participants vested after five years.
- Vacation, Sick, Comp time,
- 12 paid Holidays
- 100% Employee & Dependent Medical, Dental, Vision, Long-term Disability, and Life & AD&D Insurance paid by the District.
- Worker's Compensation
- Employee Assistance Plan
- Deferred Compensation plans available
- Voluntary additional insurance plans available

### SELECTION PROCESS

Applicants who meet the required qualifications for the Public Information Officer role will be offered to participate in the selection process.

All applicants will be required to participate in:

- Panel Interview

Successful applicants will be scheduled for a Chief Officer interview.

### TIMELINE

Applications Open March 10<sup>th</sup>  
Applications Close March 24<sup>th</sup>  
Selection Begins: April 1<sup>st</sup>  
Position Offered: April 21<sup>st</sup>

### RECRUITMENT COMMUNICATION

Questions regarding job-posting contact: Fire Marshal John James: [jjames@nltpd.net](mailto:jjames@nltpd.net)  
Submit applications to: [employment@nltpd.net](mailto:employment@nltpd.net)

### FOR MORE INFORMATION

View complete job posting and instructions:

[www.nltpd.org/employment](http://www.nltpd.org/employment)

## North Lake Tahoe Fire Protection District



866 Oriole Way  
Incline Village, NV 89451  
Phone 775.831.0351  
[www.nltpd.org](http://www.nltpd.org)