Delta Stewardship Council
A CALIFORNIA STATE AGENCY

DUTY STATEMENT

☐ Current ☒ Proposed

Classification Title	**Division/Unit**
Information Officer II (Specialist) Limited Term	External Affairs and Communications/Communications
Functional Title (if applicable)	**Hiring Manager Classification** Assistant Deputy Executive Officer (DEO) for External Affairs and Communication
Position Number 530-851-5595-904	**Effective Date**
Name VACANT	**Date Prepared** 11/03/2026
FORM 700 FILER: ☐ **YES** ☒ **NO**	

Delta Stewardship Council Mission

The Delta Stewardship Council (Council) was created by the California Legislature in 2010 to advance California's water supply reliability and the Sacramento-San Joaquin Delta's ecosystem resiliency in a manner that protects and enhances the region's unique characteristics. To do this, the Council developed the Delta Plan, which is an enforceable long-term sustainable management plan for the Delta to ensure coordinated action at the federal, State, and local levels. The Council is composed of seven members, advised by an independent 10-member science board, and supported by a dedicated staff spanning five divisions: Science, Planning & Performance, Administration, Legal, and External Affairs and Communication.

General Statement

Under the general direction of the Assistant Deputy Executive Officer (Assistant DEO) for External Affairs and Communication, the Information Officer II (Specialist) serves as the Council's senior communications specialist and subject matter expert for strategic communications, public information, media relations, and outreach activities. The incumbent provides expert consultation and recommendations to executive leadership; leads complex communications initiatives; and coordinates internal and external communications to increase awareness and understanding of the Council's mission, programs, and accomplishments. Represents the Council before state, federal, and local agencies, partner organizations, the media, stakeholders, and the public.

Job Functions

[Essential (E) / Marginal (M) Functions]:

An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100.

Percentage (%)	(E) or (M)	Job Duties
25%	E	**Content Development**: • Serves as the lead writer and editor for Council communication products and directs their development, review, design, and publication. • Oversees the production of department-wide public communication products, including reports, news releases, website content, promotional announcements, social media content, videos, newsletters, etc. • Establishes and maintains editorial standards, ensuring accuracy, consistency, accessibility, and adherence to the Council's branding and messaging. • Leads development of the monthly Outreach Highlights Report to capture high-level metrics from the Council's social media platforms, website, promotional announcements, and webcasts, tailoring efforts in accordance with trends.
25%	E	**Project Management:** • Leads and coordinates the production of communication projects and activities among staff, contractors, and program subject matter experts to ensure deliverables are completed accurately and on time. • Recommends communication project priorities and scheduling considerations for the Assistant DEO and coordinates implementation of approved priorities. • Provides technical guidance, resources, and subject matter expertise to staff and contractors regarding communications standards, processes, and best practices.
20%	E	**Executive and External Communication**: • Prepares presentations, speeches, quotes, briefing materials, and other communications for executive leadership. • Acts as an external spokesperson for the Council and responds to written and verbal inquiries from the media, stakeholders, and the public, including drafting responses, coordinating interviews, and verifying facts. • Develops and maintains collaborative working relationships with federal, state, and local agencies, partner organizations, stakeholders, and media representatives to support communication objectives. • Prepares and delivers presentations, briefings, and

		informational sessions and assists Council staff in communicating about agency programs, objectives, and activities effectively. • Coordinates external communication efforts to support consistent messaging and public understanding of Council activities.
15%	E	**Strategic Communication**: • Develops, updates, and implements the Council's Communication Strategy to enhance public understanding of the Council's mission and activities, considering the agency's goals and objectives, audiences, messages, platforms, products, and indicators of success. • Analyzes audience engagement metrics, website analytics, media coverage, public feedback, and outreach needs to evaluate communication effectiveness and recommend improvements to strategies, products, platforms, and educational efforts. • Establishes and maintains editorial standards, ensuring accuracy, consistency, accessibility, and adherence to the Council's branding and messaging.
10%	E	**Managing Contracts:** • Monitors financial expenditures and budgets for contracts. • Reviews and approves invoices, payment requests, and supporting documentation to ensure expenditures are authorized, accurate, and consistent with contract provisions. • Assigns projects to contractors, monitoring deliverables and performance to ensure compliance with contract requirements, schedules, budgets, and quality standards.
5%	M	Other job-related duties as assigned and necessary for operational continuity.

Supervision Received

The Information Officer II reports directly to the Assistant Deputy Executive Officer for External Affairs and Communication; however, direction and assignments may also come from the Chief Deputy Executive Officer or the Executive Officer.

Supervision Exercised

None

Working Conditions

The duties of this position are performed indoors. The employees' workstation is located at 715 P Street and is equipped with standard or ergonomic office equipment, as appropriate. This workstation may be shared with another Council employee, depending on the needs of the Division. Travel may be required to attend meetings or training classes.

This position is being considered for hybrid telework (with a 2-day per week minimum in office schedule) under California Government Code Section 14200 for eligible applicants residing in California. The position is based out of the Council's headquarters, located at 715 P Street, Sacramento, CA, 95814. While a telework schedule is available, it is dependent on the essential functions and the hiring manager's discretion. Telework does not change the terms and conditions of employment, the essential functions of job duties, or required compliance with the Council's policies. Regardless of the telework schedule, the incumbent must forgo teleworking when their physical presence is required in the office on a regularly scheduled telework day. All commute expenses to the headquartered location will be the responsibility of the selected candidate. All telework schedules are subject to change and may be reevaluated at any time.

Justice, Equity, Diversity, and Inclusion

The Delta Stewardship Council is committed to advancing Justice, Equity, Diversity, and Inclusion (JEDI) both within our organization and through our work across the Delta region and the State of California. Our success depends on fostering creativity, collaboration, and belonging as we work toward the coequal goals of a reliable water supply for California and a healthy, resilient Delta ecosystem in a manner that preserves the values of the Delta as a place.

We ground our work in the best available science and recognize that true expertise is robust and multifaceted. Expertise is not only technical knowledge and formal education, but also lived experiences, cultural awareness, and community insights. The Council strives to attract and retain employees who bring this wide range of knowledge and perspectives. We believe that our differences make us stronger as a team and enhance our ability to serve all Californians.

Attendance

Must maintain regular and acceptable attendance at such a level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

I have read and understand the duties listed above, and I can perform these duties with or without reasonable accommodation. * (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of the need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.
*A Reasonable accommodation is any modification or adjustment made to a job, work environment,

or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity. Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisors Signature	Supervisors Printed Name	Date