



State of New Jersey

PHILIP D. MURPHY
Governor

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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TRENTON, NJ 08625-0081

GURBIR S. GREWAL
Attorney General

SHEILA Y. OLIVER
Lt. Governor

JENNIFER E. FRADEL
Administrator

October 10, 2018
NOTICE OF JOB VACANCY
#18-284

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Office of the Attorney General, for applicants who meet the requirements specified below:

TITLE: Manager 2 Department of Law and Public Safety
(Deputy Director, Office of Communications)

SALARY: \$76,288.00 to \$110,627.23

LOCATION: Office of the Attorney General
Office of Communications
25 Market Street, 8th Floor
Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Director of Communications will assist with the development and execution of all external communications, press releases, public relations strategies, procedures and plans for effectively promoting the Department of Law and Public Safety, Office of the Attorney General through news, social media and digital media and marketing platforms; develops communications and media strategies that best advance the work performed by Office/Department; assists the Director as spokesperson for the Office/Department; assists with managing issues and crisis communications for the Office/Department; assists with handling emergency communications planning and implementation for the Office/Department; assists in the oversight of the day-to-day operations and staff of the Office/Department communications team; performs other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Five (5) years of experience in program management, two (2) years of which shall have been in a supervisory capacity.

NOTE: A Master's degree in various fields of study relevant to human resources, administration, management, business and commerce, public affairs, accounting and finance, data processing/computer sciences, or related fields denoting program management and concepts may be substituted for one (1) year of indicated non-managerial/supervisory experience.

NOTE: Applicants who do not meet the above educational requirements may substitute additional experience as indicated below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

PREFERENCE: Preference will be given to candidates with at least eight (8) years of experience in journalism, public relations or a related field, of which at least four (4) years shall have been in a supervisory capacity. Preference will also be given to candidates with a proven track record of managing a team, in a fast-paced, dynamic environment, that is responsible for adeptly handling media inquiries and crafting and effectively disseminating public information across multiple media outlets and integrating communications across broadcast, print, in-person interviews, press conferences, and social media platforms as appropriate in a cohesive communications strategy. Demonstrated crisis management and rapid response team leadership capabilities are preferred. Ideal candidates will have facility with legal and governmental processes, and the ability to master and communicate regarding the broad range of subjects encompassed under the Office/Department's divisions, such as the Divisions of Law, Criminal Justice, State Police, Civil Rights, Consumer Protection.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility

If interested, please send a cover letter indicating job vacancy #18-284 and current resume before the closing date of October 24, 2018:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Office of the Attorney General
P.O. Box 081
Trenton, NJ 08625-0085

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

