



**State of New Jersey
Board of Public Utilities**

ANTICIPATED JOB VACANCY

JOB POSTING #: 03-16

DATE OF POSTING: January 25, 2016

DATE OF CLOSING: February 12, 2016

TITLE: Confidential Assistant

SALARY: Commensurate with Experience

EXISTING VACANCIES: One (1)

DIVISION/LOCATION: Board of Public Utilities
Office of Communications

GENERAL DESCRIPTION: Under the supervision of the Director of Communications; requires strong writing and oral communication abilities, and interpersonal skills including: coordination, responsiveness, and time management. The candidate should have experience in governmental affairs and/or public relations, with state and/or federal legislation and/or other related skills.

PRIMARY RESPONSIBILITIES:

- Research and prepare briefing materials, talking points and speeches for the Governor's Office, the President and Commissioners on matters that may be of interest to the media for Board meetings, media interviews, public speaking engagements, and other events.
- In coordination with the BPU Legislative Liaison and other staff, research and prepare responses to legislative and constituent matters.
- Identify events that promote the agency's public and governmental relations strategy and improve ratepayer understanding of Board initiatives.
- Identify means in which Communications can assist in achieving the Board's Strategic Plan objectives, defining what actions will be taken, by whom and when.

- Coordinate stakeholder and constituent outreach, including electronic communications, with the Division of Economic Development Energy Policy and Emerging Issues, the Business Ombudsman, Office of Clean Energy and other divisions and staff.
- Assists in the development and preparation of email newsletters, annual reports and social media use.
- Acts as a liaison between the BPU and government agencies, local government officials, and the Executive and Legislative branches of state government.
- Act as a community affairs liaison representing BPU at appropriate municipal, county and community events as needed.
- Communicate with local and state officials regarding constituent complaints and questions, including the research and response to constituent letter and emails.

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

OPEN TO THE FOLLOWING: Open to NJ Residents.

NOTE: RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

The State of New Jersey is an Equal Opportunity Employer.

PLEASE FORWARD RESUMES VIA MAIL OR EMAIL:

NJ Board of Public Utilities
Office of Human Resources
P.O. Box 350
Trenton, NJ 08625
HumanResources@bpu.state.nj.us