



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

**ANTICIPATED JOB VACANCY**

**JOB POSTING #: 05-16**

**DATE OF POSTING:** January 25, 2016

**DATE OF CLOSING:** February 12, 2016

**TITLE:** Public Information Officer

**SALARY:** \$62,090.59 – \$86,925.63

**EXISTING VACANCIES:** One (1)

**DIVISION/LOCATION:** Board of Public Utilities  
Office of Communications

**GENERAL DESCRIPTION:** Under supervision of a supervisory official in a state department, institution, or agency, is responsible for assigned work programs of the Office of Public Communications; does related work as required.

Other duties and responsibilities include, but are not limited to:

- Acts as technical advisor to assigned department officials on public information matters.
- Maintains liaison with the press and public to determine reaction to state policies.
- Reviews, evaluates, and writes speeches, news releases, and newspaper and magazine Articles.
- Assists in the preparation of newsletters, brochures, magazines, Web pages, and publications.
- Acts as BPU spokesperson in response to inquiries from the press for general news and/or emergencies.

- Coordinates details; attendant to speaking engagements of the Board President and/or BPU staff.
- Prepares correspondence related to public information matters.
- Arranges press, radio, television, and magazine interviews and photographing of special events.
- Takes proactive measures to arouse the interest and secure the cooperation of civil, business, professional and other groups interested in the programs of the BPU.

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

**EXPERIENCE:** Five (5) year's experience in the collection, analysis, preparation, and dissemination of information in a public relations and/or public information program in a public or private agency or organization, two (2) years of which shall have been in a supervisory capacity.

**NOTE:** Additional experience as indicated above may be substituted on a year-for-year basis for the above education. Thirty (30) semester hour credits are equal to one (1) year of experience.

**NOTE:** A Master's degree in Journalism, Public Relations, Communications, or English may be substituted for one (1) year of nonsupervisory experience.

**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:**

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