



**JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

- Current Department of Corrections employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
- State employees who are permanent in a competitive title, or a Civil Service Commission-approved non-competitive title, as a promotional or lateral opportunity, subject to current promotional and hiring restrictions
- Interested individuals who meet the stated requirements

Issue Date: April 26, 2024

Posting No.: 177-24

TITLE: Director of Communications **SALARY:** \$168,600.00

LOCATION: Central Office, Office of Public Information – Trenton, NJ

JOB DESCRIPTION: Under direction, has charge of the work programs and staff concerned with internal and external communications; directs the activities pertaining to communications; media relations; including the writing of speeches and correspondence for executives, and the provision of information to the public regarding agency or departmental programs and policies; does related work as required.

More specifically, this position will be responsible for high-level leadership regarding the New Jersey Department of Corrections branded internal/external communication and outreach on all media platforms. This position manages and directs the Communications staff and serves as NJDOC’s Public Information Officer; collaborates with senior leadership to align internal and external communication initiatives with the agency’s objectives and develops complex communications programs inclusive of developing programmatic and communications strategies, crises and emergency communications strategies, and operational plans that inform and educate general and specialized (including media, intergovernmental agencies, and internal and external stakeholder) audiences on complex issues and high-priority operational issues.

REQUIREMENTS

EDUCATION: Graduated from an accredited college with a Bachelor’s degree.

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.

EXPERIENCE: Six (6) years of experience in journalism, public relations, or a related field, two (2) years of which shall have been in a supervisory capacity.

NOTE: A Master's degree in journalism or related field may be substituted for one year of experience.

PLEASE INCLUDE RESUME AND COPY OF TRANSCRIPTS (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN MAY 10, 2024.

(Continued on next page)

(Continued from previous page)

Forward Response To:

Elizabeth Whitlock, Assistant Commissioner
Office of Human Resources
New Jersey Department of Corrections
P.O. Box 863
Trenton, New Jersey 08625-0863

Emailed resumes are to be sent only to:

Bonnie.Lutz@doc.nj.gov

The SAME program allows candidates, who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program and the Fast Track Hiring program, visit the CSC Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov or please [click here](#). If you have any questions, please email, or call the contact as indicated on the job vacancy announcement. If you are applying under the NJ "SAME" program, your supporting documents must be submitted along with your resume by the closing date indicated above.