State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

JOB POSTING

UNCLASSIFIED APPOINTMENT
(UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)

POSTING NUMBER:	HR-0001	**ISSUE DATE:**	January 11, 2016
TITLE:	Principal Public Information Assistant	**CLOSING DATE:**	January 15, 2016
DIVISION / UNIT:	Sandy Recovery Division	**SALARY RANGE:**	V24: $53,622.79 - $76,124.77
LOCATION:	101 South Broad Street Trenton, NJ		
POSITIONS:	1	**DISTRIBUTION:**	DEPARTMENT

DESCRIPTION OF MAJOR DUTIES:

REQUIREMENTS:
Under the direction on the Manager, Constituent Services, the Principal Public Information Assistant will act as the lead Constituent Services representative, handling complex cases, identifying issues and partnering with appropriate resources to determine the best solution. Liaise with all Legislative referrals by researching cases that are forwarded to Sandy Recovery and draft appropriate responses. Meet weekly with the Governor's office to resolve constituent issues. Meet with Senior Leadership to discuss case progress. Assist in the Sandy Recovery Division's outreach effort to long term recovery groups, non-profit organizations, and other stakeholders in the community to provide them with updates to the DCA's Sandy Recovery initiatives and the address questions they have about recovery initiatives. Assist in the development and operation of direct outreach activities such as Housing Recovery Information Sessions to Sandy-impacted individuals who applied to the DCA's Sandy recovery programs.

EDUCATION:
Graduation from an accredited college or university with a Bachelor's degree.
EXPERIENCE:
Three (3) years of 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
NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.
NOTE: A Master's degree in Journalism, Public Relations, Communications, or English may be substituted for one (1) year of the required experience.
LICENSE: Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0001
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer