



State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE

ADMINISTRATION

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MIKIE SHERRILL
Governor

SUSAN OCHS
Acting Commissioner

DR. DALE G. CALDWELL
Lt. Governor

ILA BHATNAGAR
Assistant Commissioner

The New Jersey Department of Banking & Insurance invites qualified candidates to apply for the following position:

POSTING NUMBER	2026-BIA-065 REPOST	OPENING DATE	September 8, 2026	CLOSING DATE	Until Filled
TITLE & TITLE CODE IF APPLICABLE	Title: Director of Communications UNCLASSIFIED N.J.S.A. 11A:3-4(1) Title Code: 61452				
UNIT & LOCATION	Office of External Affairs Mary Roebling Building 20 W. State Street Trenton, New Jersey	TITLE RANGE & SALARY RANGE	&98 \$125,000 - \$160,000 Salary will be commensurate with education and experience.		
OPEN TO	General Public				
TITLE DESCRIPTION	Under direction, has charge of the work programs and staff concerned with internal and external communications; directs the activities pertaining to communications 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. The Department of Banking and Insurance is seeking an experienced Communications Director to help develop a consistent voice and appropriate messaging for the Department, for both external and internal audiences. Reporting to the Director of External Affairs, this role will work closely with senior leadership to proactively develop and execute communications strategies that convey the Department's priorities, help support and educate external stakeholders, respond to inquiries from the media and interested parties, and contribute to internal organizational management and culture. The Communications Director will: • Help design and execute a comprehensive communications strategy for the Department, being mindful of its varied constituencies and functions. • Lead the communications team across four core functions: strategic communications, media relations, internal communications, and digital strategy. • Manage the drafting and rollout of Department press releases, announcements and other external stakeholder communications. • Handle press inquiries and responses. • Help draft speeches and talking points for the Commissioner and other Department leadership. • Serve as a strategic advisor to Department leadership by tracking key issues and developing key messages in coordination. • Collaborate with the Governor's Office and other state communications professionals to ensure messaging alignment. • Draft employee communications, newsletters, and official correspondence.				

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EXPERIENCE REQUIREMENTS	EDUCATION Graduation from an accredited college or university 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. NOTE: A Master's degree in journalism or related field may be substituted for one year of experience. EXPERIENCE: Six years of experience in journalism, public relations, or a related field, two years of which shall have been in a supervisory capacity. Preferred Candidate Profile: Minimum of seven (7) years' experience with significant roles in a communications, public relations, or campaign function. Exposure to banking, insurance or real estate a plus. Other Key Attributes: Excellent written and verbal communication skills, with ability to make technical subjects accessible to lay audiences. Self-starter with creative ideas and customer service orientation. Keen political sense and close attention to detail. Comfortable working under tight deadlines, ability to manage multiple projects at once. Highly collaborative, comfortable working with colleagues at all levels in an organization.
LICENSE REQUIREMENTS	A TRUE AND ACCURATE COPY OF A TRANSCRIPT EVIDENCING ACHIEVEMENT OF FILL IN DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY MUST BE INCLUDED WITH YOUR APPLICATION; IF THE TRANSCRIPT IS NOT SUBMITTED ALONG WITH YOUR APPLICATION, YOUR APPLICATION MAY NOT BE CONSIDERED. Appointees 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.

RESIDENCY REQUIREMENTS	The "New Jersey First Act," effective September 1, 2011, contains new residency requirements for public officers and employees, unless exempted under the law. Current, new or prospective employees should be aware of the following: Effective September 1, 2011, all employees of State and local government must reside in the State of New Jersey, unless exempted under the law. If you already work for State or local government as of September 1, 2011, and you do not live in New Jersey, you are not required to move to New Jersey. However, if you begin your office, position or employment on September 1, 2011 or later, you must reside in New Jersey. If you do not reside in New Jersey, you have one year after the date you take your office, position or employment to relocate your residence to New Jersey. If you do not do so, you are subject to removal from your office, position or employment. For more information, please visit Department of Labor & Workforce Development New Jersey First Act
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GENERAL INFORMATION	<u>Medical Accommodation Requests:</u> The New Jersey Department of Banking and Insurance provides reasonable accommodations to applicants with disabilities upon request in accordance with the law. If you need a reasonable accommodation for any part of the application, interview, and/or hiring process, please contact the Department's ADA/Medical Accommodations Coordinator, Lisa Clapp, at lisa.clapp@dobi.nj.gov or (609) 940-7337, for assistance. <u>State as a Model Employer ("SAME") Applicants:</u> If you are applying for this position under the State of New Jersey's SAME Program, please note that your supporting documents (i.e. Schedule A or B Letter), must be submitted along with your Resume, by the closing date indicated above. For information on the SAME Program, please visit the New Jersey Civil Service Commission's ("CSC") website at: Civil Service Commission Overview (https://nj.gov/csc/same/overview/index.shtml), and for any questions regarding the SAME program, please contact CSC by email: CSC-Same@csc.nj.gov, or by phone at: 609-292-4144, "option 3". <u>Hours of Work:</u> The hours of work for this position are Monday through Friday from 9:00 a.m. to 5:00 p.m. All No-Limit (NL) titles will be required to perform work beyond the stated hours of work as needed, in compliance with applicable collective bargaining agreements and laws. ADDITIONAL INFORMATION • Health Benefits, including Dental, effective 60 days from hire date. This also includes a robust prescription plan. • Vision care partial reimbursement for exams, glasses and/or contacts. • Earn 20 vacation days per year as an unclassified employee. May carry up to one year of earned vacation time into the next succeeding year only. • Earn up to 15 sick days per year, which may be carried from year to year on an unlimited basis. Will also receive 1 additional bereavement day, applying to immediate family members. • Will receive up to 3 personal days per year (Administrative Leave Days). • Receives 13 paid Holidays per year. • Per the most recent collective bargaining agreement ending June 30, 2027, union-represented employees will receive the following salary increases: ○ 3.5% Across the board for each of the 4 years of the contract, beginning July 1, 2023. ○ Continued salary steps each year at approximately 3.7% (1.5 years from step 8 to step 9, and 2 years from step 9 to step 10, and step 10 to step 11). • Mandatory enrollment in a fixed Pension Plan. Employee contribution is 7.5% of salary. Vested after 10 years. • May qualify for Telework up to 2 days per week after a period of training and acclimation to the department.
APPLICATION INSTRUCTIONS	
Applicants must submit a Letter of Interest, Resume, transcript(s) if specified above, and three (3) professional references of your current or former supervisors/ managers- please only provide references for those to whom you have reported in the workplace and who have supervised or managed your work. Please provide your references' names, job titles and current contact information, including email addresses. All application documents must be submitted by the Closing Date specified above to the Department of Banking and Insurance's Human Resources Office at Recruitment_Hiring@dobi.nj.gov, with your last name and the BIA Posting Number above included in the subject line of your email. Thank you.	

The New Jersey Department of Banking & Insurance is an Equal Employment Opportunity Employer.