



## State of New Jersey

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

GURBIR S. GREWAL  
*Attorney General*

WILLIAM H. CRANFORD  
*Acting Administrator*

### April 6, 2020 AMENDED NOTICE OF JOB VACANCY #20-126

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Office of the Attorney General, for applicants who meet the requirements specified below:

**TITLE:** Director of Communications  
**SALARY:** \$120,000 to \$138,000  
**LOCATION:** Department of Law and Public Safety  
Office of the Attorney General  
Richard J. Hughes Justice Complex  
25 Market Street, 8<sup>th</sup> Floor  
Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** One (1)

The Department of Law and Public Safety (LPS), Office of the Attorney General (OAG) seeks a Director of Communications to lead the Attorney General's public information, social media, and multimedia initiatives. The Director of Communications is responsible for educating the public and the press about the work of LPS and sharing information about its programs, initiatives, and policies. The Director plans and executes LPS's external communication strategy, manages a team of public information officers and multimedia and graphics specialists, and oversees the Department's online and social media presence.

The Director should have excellent written and oral communication skills, with extensive experience engaging with reporters and managing multiple deadlines in a dynamic, fast-paced environment. The Director is responsible for establishing a strategic vision for the Communications Office and instituting processes, management, and operations to implement that vision, and coordinating communications strategies across LPS's 16 different divisions and program areas.

The Director reports to the Attorney General through the First Assistant Attorney General, works closely with other members of the OAG executive leadership team and the leadership of LPS's other divisions, including the New Jersey State Police, Juvenile Justice Commission, and Divisions of Law, Criminal Justice, Consumer Affairs, and Gaming Enforcement, and serves as the primary point of contact for communications offices in other executive branch agencies, the Office of the Governor, and the County Prosecutors' Offices.

**DUTIES:** The Director of Communications will serve in the Civil Service title of the same name; the Civil Service definition of the position and associated duties can be found in the job specification on file with the Civil Service Commission at: <https://info.csc.state.nj.us/jobspec/99979.htm>.

### **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.

**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.

**LICENSE:** Appointee 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.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility

***If qualified, please send a cover letter indicating interest in job vacancy #20-126 and a current resume on or before the closing date of April 20, 2020:***

Recruitment Coordinator  
[LPS.Humanresources@njoag.gov](mailto:LPS.Humanresources@njoag.gov)

**-OR-**

Recruitment Coordinator  
Division of Administration  
P.O. Box 081  
Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

