



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

ANDREW J. BRUCK
Acting Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

January 5, 2022
NOTICE OF JOB VACANCY
#22-36

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

- TITLE: Public Information Officer
SALARY: \$62,090.59 to \$86,925.63
LOCATION: Division of Highway Traffic Safety
140 East Front Street, 7th Floor
Trenton, NJ 08628
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of supervisory officials in the Office of the Attorney General (OAG), Office of Communications, and the Division of Highway Traffic Safety (Division), provides management support by developing and forming strategies, plans, policies and campaigns aimed at improving public information messaging by the Division with a goal of reducing roadway crashes, injuries and fatalities in the State. Makes recommendations and assists with policy formulation as a trusted advisor to executives concerning traffic safety campaigns and in coordination with the OAG Communications office; evaluates the effectiveness of new strategies, plans, policies and programs by conducting surveys, receiving feedback, and leading focus groups; coordinates bid proposals and subsequent contracts/grants for the Division's public awareness campaigns; manages the Director's public speaking engagements; develops plans and strategies to implement new programs and initiatives, as well as, lead or serve on special project committees and perform related activities that promote new programs and initiatives impacting the Division; manages the Division's social media content and accounts; as well as Division grantees on communication-related matters; coordinates daily work assignments of work team and may lead work team staff to ensure that they are prepared for assignments and that assignments are completed on a timely fashion; responsible for drafting all public facing information, including but not limited to website content, brochures/educational material, press releases, and social media messaging; does related work as required. This position may, on occasion, require non-traditional work hours, on an as needed basis, including evenings and/or weekends on short deadlines for certain assignments, with or without advance notice.

REQUIREMENTS

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

EXPERIENCE: Five (5) 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, 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.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey.

PREFERENCE: Preference will be given to candidates with traffic safety experience.

RESUME NOTE: Eligibility determinations will be based only upon information presented on resumes. 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 announcement #22-36 and a current resume on or before the closing date of January 19, 2022 to:

Recruitment Coordinator
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.

