



**New Jersey Board of Public Utilities**  
44 South Clinton Avenue  
P.O. BOX 350  
Trenton, NJ 08625



## **NOTICE OF VACANCY**

**\*\*This position may be eligible for telework up to two days per week\*\***

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**POSTING NO.: 68-2023**

**EXISTING VACANCIES:** One (1)

**TITLE:** Public Information Officer (Press Secretary)

**OPENING DATE:** October 30, 2023

**SALARY:** \$62,090.59 – \$86,925.63

**CLOSING DATE:** November 17, 2023

**WORKWEEK:** 35 hours (NL)

**DIVISION/LOCATION:** Office of Communications

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At the New Jersey Board of Public Utilities (“Board”), you will be part of a highly effective and collaborative team working to ensure that safe, adequate, and proper utility services are provided to all members of the public who desire such services.

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**GENERAL DESCRIPTION:** Under the supervision of the Director of Communications, works closely with leadership and agency senior staff to promote the Board of Public Utilities’ mission, policy priorities, and accomplishments; particularly the state’s leading role when it comes to clean energy and climate change and as the State’s utility regulator. A successful candidate will have demonstrated excellent writing abilities with experience in media relations and/or speechwriting and a keen attention to detail.

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### **WORK RESPONSIBILITIES**

- Acts as the Board’s primary point of contact for the media. Responsible for answering all media inquiries which includes working with subject matter experts on technical questions.
- Fields requested press, radio, television, magazine interviews; provides recommendations to Senior Leadership on participation and as needed prepares subject matter experts or Board Officials for participation in the interview.
- Seeks out, arranges and schedules media (TV, radio, print) interviews with Board leadership. Activities include ensuring officials are appropriately prepared for interview with pre-interview discussions and talking points, recording interviews and providing post-interview summary to supervisor when warranted.
- Responsible for staffing all Board Agenda meetings and responding to information requests from the press and public.

- Responsible for the preparation of daily, weekly and annual reports including daily media activity report.
- Provides advance work for press conferences and speaking engagements including scheduling, and providing talking points.
- Reviews, evaluates, and writes speeches, news releases, and newspaper, magazine articles, and opinion pieces.
- Assists in the preparation of newsletters, brochures, magazines, Web pages, and publications.
- Acts as BPU spokesperson in response to inquiries from the press for general news and/or emergencies; can involve after hours and weekends.
- Prepares correspondence related to public information matters.

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## **REQUIREMENTS**

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

**EXPERIENCE:** Five (5) of years' 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.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume and proof of degree submitted. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency.

**OPEN TO THE FOLLOWING:** Open to New Jersey residents.

**RESIDENCY LAW:** *Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey.*

**WORK AUTHORIZATION:** Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations.

**SAME APPLICANTS:** If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit the following website at: <https://nj.gov/csc/same/overview/index.shtml>, email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) or call at 833-691-0404.

**HOW TO APPLY:** Interested applicants should submit a letter of interest, resume, writing sample, a copy of the college transcript/diploma indicating the date the degree was conferred, if applicable, the State of New Jersey Employment Application and the Personal Relationships Disclosure Form ([Click Here](#) – listed under HR policies). Please make sure to include the posting number in the subject line via email. All documents must be submitted by the closing date shown above to the following:

**NJ Board of Public Utilities  
Office of Human Resources  
44 South Clinton Avenue  
P.O. BOX 350  
Trenton, NJ 08625  
[humanresources@bpu.nj.gov](mailto:humanresources@bpu.nj.gov)**

*Visit us at <https://nj.gov/bpu/>*

*The New Jersey Board of Public Utilities is an Equal Opportunity Employer.*