



# State of New Jersey

DEPARTMENT OF BANKING AND INSURANCE  
ADMINISTRATION  
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Lt. Governor

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ILA BHATNAGAR  
Assistant Commissioner

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

<b>POSTING NUMBER</b>	2024-BIA-009	<b>OPENING DATE</b>	April 15, 2024	<b>CLOSING DATE</b>	May 9, 2024
<b>TITLE &amp; TITLE CODE IF APPLICABLE</b>	Title: Assistant Director of Public Affairs <b>Unclassified N.J.S.A. 11A:3-4(L)</b>				
<b>UNIT &amp; LOCATION</b>	Office of Public Affairs Mary Roebling Building 20 W. State Street Trenton, New Jersey	<b>TITLE RANGE &amp; SALARY RANGE</b>	X98 \$130,000.00 - \$135,000.00		
<b>OPEN TO</b>	General Public				
<b>TITLE DESCRIPTION</b>	<p>Under the direction of the Director or Deputy Director of Public Affairs, this position is responsible for assisting in the oversight and management of the Office of Public Affairs.</p> <p>The position will report to the Director or Deputy Director of Public Affairs and will assist in the management of the office operations, programs, employees, contracted vendors and activities of the Office of Public Affairs.</p> <p>This position will assist in the development, implementation, and execution of the marketing, communications, media relations, and outreach strategies for the Department of Banking and Insurance (the "Department").</p> <p>The position will directly manage Public Affairs staff, oversee staff's daily duties and supervise employees in meeting organizational, team, and individual objectives. Work duties will include reviewing and approving work plans, leave time and work products and conduct employee performance assessments in coordination with the Director.</p> <p>The position will also serve as a spokesperson for the Department, and work on and oversee the development and execution of marketing, communications and outreach plans and the preparation of press releases, press kits, speeches, social media, correspondence, promotional and informational materials, and other internal and external communications, as well as planning, executing internal and external meetings and events.</p> <p>The role will also be responsible for performing general Public Affairs functions for the Department, and other related responsibilities, as assigned by the Director or Deputy Director of Public Affairs. The position will coordinate public affairs activities of the Department, including developing communications plans to promote the plans, programs, and work of the Department, inclusive of banking, insurance, real estate and the state-based health exchange, and to educate the public.</p>				

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<p><b>EDUCATIONAL REQUIREMENTS</b></p>	<p>Graduation from an accredited college or university with a Bachelor's degree. A degree in communications/public relations, journalism, marketing or a related field is preferred.</p> <p><b>A TRUE AND ACCURATE COPY OF A TRANSCRIPT EVIDENCING ACHIEVEMENT OF 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.</b></p> <p>Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.</p>
<p><b>EXPERIENCE REQUIREMENTS</b></p>	<p>3 years of supervisory experience required. At least 10 years of career experience in communications.</p> <p><b>SPECIAL NOTE: Preferred candidates will possess the following qualifications:</b></p> <ul style="list-style-type: none"> <li>• Superb communications skills, including memoranda for leadership, consumer-facing communications, and coordination of different business units.</li> <li>• Experience as a designated spokesperson for an organization or in government and making high-level decisions surrounding public affairs.</li> <li>• Ability to turn around quality work products on tight deadlines</li> <li>• Familiarity with Associated Press Style</li> <li>• Experience handling confidential information</li> <li>• Availability to perform duties outside of traditional business hours, including on evenings and weekends, as needed.</li> <li>• Experience managing vendor relationships, enforcing scope and upholding quality standards for the department</li> <li>• Experience in implementing Human Resources policies and procedures</li> <li>• Familiarity with the latest trends, technologies, and methodologies in graphic design, web design, and production (e.g., Adobe Creative Suite)</li> </ul>
<p><b>LICENSE REQUIREMENTS</b></p>	<p>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.</p>

<p><b>RESIDENCY REQUIREMENTS</b></p>	<p>The "New Jersey First Act," <a href="#">N.J.S.A. 52:14-7 (L. 2011, Chapter 70)</a> 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:</p> <p>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.</p>
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**GENERAL  
INFORMATION**

Medical Accommodation Requests: 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](mailto:lisa.clapp@dobi.nj.gov) or (609) 940-7337, for assistance.

Telework: This position may be eligible to participate in the Department's pilot Telework Program/Policy, which offers eligible employees the opportunity to work remotely up to two (2) days per week, if approved by Management per operational needs, subject to all requirements of the Department's Telework Program/Policy. For questions regarding Telework eligibility, please ask during the interview process if selected for an interview.

Benefits: For questions regarding health insurance and other job-related benefits, please direct inquiries to the Department's Human Resources Office at the email address provided below.

Hours of Work: 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.

State as a Model Employer ("SAME") Applicants: 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 \(https://nj.gov/csc/same/overview/index.shtml\)](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](mailto:CSC-Same@csc.nj.gov), or by phone at: 609-292-4144, "option 3".

**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 [human.resources@dobi.nj.gov](mailto:human.resources@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.