



**PHIL MURPHY**  
**GOVERNOR**

**TAHESHA L. WAY**  
**LT. GOVERNOR**

**State of New Jersey**  
**BOARD OF PUBLIC UTILITIES**  
44 South Clinton Avenue  
Post Office Box 350  
Trenton, New Jersey 08625-0350  
[www.nj.gov/bpu/](http://www.nj.gov/bpu/)  
(609)777-3300

**Christine Guhl-Sadovy**  
**President**

Dr. Zenon Christodoulou  
**Commissioner**

Marian Abdou  
**Commissioner**

Michael Bange  
**Commissioner**

## NOTICE OF VACANCY

<b>POSTING: 62-2024</b>	<b>OPENING DATE:</b> <b>DECEMBER 13, 2024</b>	<b>CLOSING DATE:</b> <b>DECEMBER 27, 2024</b>
<b>TITLE: PRESS SECRETARY – (COMMUNICATIONS MANAGER)</b>	<b>WORKWEEK: 35</b> <b>HOURS (NL)</b>	<b>EXISTING VACANCIES: 1</b>
<b>SALARY: \$85,000.00</b>	<b>DIVISION/OFFICE: OFFICE OF COMMUNICATIONS</b>	

### OPEN TO NEW JERSEY RESIDENTS

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.

### 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.

### WORK RESPONSIBILITIES

- Acts as technical advisor to assigned department officials on public information matters.
- Maintains liaison with the press and public to determine reaction to state policies.
- Reviews, evaluates, and writes speeches, news releases, and newspaper and magazine Articles.
- 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.
- Coordinates details; attendant to speaking engagements of the Board President and/or BPU staff.
- Prepares correspondence related to public information matters.
- Arranges press, radio, television, and magazine interviews and photographing of special events.
- Serves as one of the liaisons to the Governor’s Office Communications leads.
- Completes Daily Media Memo and other related work.
- Maintains media list.
- Takes proactive measures to gain the interest and secure the cooperation of civil, business, professional and other groups interested in the programs of the BPU.
- Contributes to special events.

### REQUIREMENTS

**EDUCATION:** Graduation from an accredited college or university with a Bachelor’s degree in Communications, English, Journalism or Public Relations or other related field.

**EXPERIENCE:** Three (3) to Five (5) years’ experience in communications or a public relations and/or public information program in a public or private agency or organization. Demonstrated expert knowledge in communications. Strong writing, editing, grammar and proofreading skills.

## GENERAL INFORMATION

**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 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. [The SAME program allows candidates, who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program and the Fast Track Hiring program, please \[click here\]\(#\) if you have any questions, please email, or call the contact as indicated on the job vacancy announcement.](#)

**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.

**WORK AUTHORIZATION:** In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment verification forms upon hire. Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services Regulations. The State of New Jersey does not provide sponsorships for citizenships or Visas to the United States.

**RESIDENCY REQUIREMENTS:** The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70) 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, visit: <https://www.nj.gov/labor/research-info/njfirst.shtml>*

**APPLICATION INSTRUCTIONS:** Qualified candidates are welcome to submit a letter of interest, resume, writing sample, a completed [State of NJ Employment Application](#) and [Personal Relationships Disclosure Form](#) along with your best contact number and email address to: [humanresources@bpu.nj.gov](mailto:humanresources@bpu.nj.gov)

**(Subject line must include the specific job posting number)**

**If you would like to mail your application, you may send it to the following address:**

NJ Board of Public Utilities  
Office of Human Resources  
44 S. Clinton Avenue  
P.O. BOX 350  
Trenton, NJ 08625