



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

POSTING NUMBER: HR23-0148

ISSUE DATE: 8/15/2023

TITLE: Government Representative 2

CLOSING DATE: 8/29/2023

DIVISION / OFFICE / UNIT: Commissioner's Office /
Communications

LOCATION: 101 South Broad Street
Trenton, NJ 08625

SALARY RANGE: \$77,000.00 to \$94,676.40

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Develop multimedia, video content for social media, knowledge with graphic design, video production, web production and photography. Knowledge of story development, editing footage for long and short videos.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION: Bachelor's degree in graphic design or a related fine arts field

EXPERIENCE: Webmaster, Graphic Artist, Multimedia, creating graphics for use on web and social media, writing social media post, uploading videos to a website, trouble shoot a website for issues, experience in keeping a department intranet updated.

SPECIAL TRAINING: Webmaster, Graphic Artist, Multimedia

LICENSE: N/A

ADDITIONAL NOTES: Looking for someone who is willing to design, produce marketing collateral from conception through printing/publishing.

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 to resume1@dca.nj.gov by the closing date indicated above. **DO NOT SUBMIT VIA THE DCA PORTAL.** For more information on the SAME Program, visit their website at <https://nj.gov/csc/same/overview/index.shtml>, e-mail: SAME@csc.nj.gov or call the NJ Civil Service Commission (CSC) at (833) 691-0404.

- A promotable eligible exists within the unit scope
- A promotional list exists within the unit scope
- An open competitive list exists

Please submit a resume and any required documents (licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Resumes may be mailed to:
New Jersey Department of Community Affairs
Office of Human Resources
HR23-0148
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcportal.dynamics365portals.us/dca-services/public-job-postings>

Interviews will be granted based on resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment. **UNLESS OTHERWISE EXEMPTED FROM THE LAW.**

The New Jersey Department of Community Affairs is an Equal Opportunity Employer