
INFORMATIONAL REP II(Job Id 20928)

Location: US:NH:CONCORD

Category: PROFESSIONAL &
MANAGERIAL

Salary: 43,114.500-
50,700.000 USD

Post Date: 06/22/2021

Close Date: 07/12/2021

Description

**State of New Hampshire Job Posting
NH Fish and Game Department
Public Affairs Division
11 Hazen Drive, Concord, NH 03301**

**Public Information Officer
Informational Representative II
Labor Grade 21
Position # 43033**

***See total compensation information at the bottom of announcement.**

The State of New Hampshire, NH Fish and Game Department has a full time vacancy for Public Information Officer.

Summary:

To conduct public relations, advertising and information program activities involving the planning, preparation and distribution of cost-effective informational material through print, broadcast, electronic and social media, to include web-based content and the use of web applications to design, maintain, support and enhance the Department's website. Requires development and presentation of communication content, as well as technical knowledge and skill in written, graphic and web communication. Works under the supervision of the Programs Information Officer.

Responsibilities:

Researches, writes and disseminates technical material to a general audience via website; publications; electronic, social and broadcast media; exhibits; and face-to-face interactions with the public and members of the media.

Coordinates design, configuration, maintenance and support of content on the Department's website, including determining technical requirements and resolving scripting/coding problems. Plans timing and content of web-based communications materials. Exercises considerable judgment and expertise in seeking out critical information, preparing copy, making timely web updates. Disseminates information to motivate users to access the Department's web-based and social media content.

Works as part of the Public Affairs Division communications team to identify opportunities and develop programs to assist in accomplishing agency goals through public awareness campaigns, broadcast media programs, web events, public participation projects, social media campaigns, special events, educational programs and media relations efforts. Participates on the Department's social media team.

Writes and distributes news releases and makes contacts with media.

Acts as coordinating editor for selected publications; performs copy editing and proofreading functions for Department publications.

Acquires and disseminates human dimensions research for application to communications and marketing efforts.

Attends public functions to speak for the department, disseminate information, answer questions and promote all aspects of the Department's work.

Assists in coordinating special events, shows and promotional activities.

Assists in managing photo archive and responding to requests for slides and photos from corporations and the media.

MINIMUM QUALIFICATIONS: Transcripts Required

Education: Bachelor's degree from a recognized college or university with major study in journalism, communications, public relations, advertising, business, consumer studies, film, television, or a related field. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years' experience in public relations, communications, journalism, advertising, newspaper writing, magazine editing/management, film, television, processing consumer complaints, customer service, or a related field. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: Must possess a valid driver's license. Motor Vehicle Record (MVR) must meet the minimum standards as established by the agency.

Preferred qualifications: Strong website design and development skills. Experience in writing for print or online publications, including news writing, editing, proofreading and research; including social media marketing, preferred. Other related work that prepares the applicant for these responsibilities will be acceptable, based upon review of certifying officer.

Special requirements: Must demonstrate proficiency in the use of MS Office suite software and application of HTML software for website development and maintenance. May be required to demonstrate writing/editing/website layout skills during interview.

RECOMMENDED WORK TRAITS: Extensive knowledge of public relations and skill in the methods and techniques of disseminating information to the public. Knowledge and skill in web design, HTML 5, use of google analytics, creating online surveys, and communication via social media. Ability to write, edit, proofread and analyze informational material. Familiarity with the printing process and techniques for basic layout and design of publications. Knowledge of Fish and Game programs and ability to interpret policies, laws and operations and to stimulate public interest. Ability to plan and organize informational programs and work effectively with diverse Departmental staff to anticipate and provide support for a variety of communication needs. Ability to speak effectively before diverse interest groups.

For further information please email Jay Martin, Information Services Coordinator @ Gerald.H.Martin@wildlife.nh.gov . You may also contact Kim Crowley, Human Resources, by email Jobs@wildlife.nh.gov or 603-271-5824

***TOTAL COMPENSATION INFORMATION**

The State of NH total compensation package features an outstanding set of employee benefits, including:

HMO or POS Medical and Prescription Drug Benefits:

The actual value of State-paid health benefits is based on the employee's union status, and employee per pay period health benefit contributions will vary depending on the type of plan selected.

See this link for details on State-paid health benefits: <https://das.nh.gov/hr/benefits.html>

Value of State's share of Employee's Retirement: 11.93% of pay

Other Benefits:

- o Dental Plan at minimal cost for employees and their families (\$500-\$1800 value)
- o Flexible Spending healthcare and childcare reimbursement accounts
- o State defined benefit retirement plan and Deferred Compensation 457(b) plan
- o Work/life balance flexible schedules, paid holidays and generous leave plan
- o \$50,000 state-paid life insurance plus additional low cost group life insurance
- o Incentive-based Wellness Program (ability to earn up to \$500)

Total Compensation Statement Worksheet:

https://das.nh.gov/documents/hr/JobSearch/FINAL_TOTAL_COMP_STATEMENT_ISSUE.xlsx

Want the specifics? Explore the Benefits of State Employment on our website:

<https://das.nh.gov/hr/documents/BenefitBrochure.pdf>

<https://das.nh.gov/hr/index.aspx>

EOE

TDD Access: Relay NH 1-800-735-2964