



OFFICE OF THE ATTORNEY GENERAL
200 St. Paul Place
Baltimore, Maryland 21202
www.marylandattorneygeneral.gov

JOB ANNOUNCEMENT
Deputy Communications Director (Administrator II)
Communications

Posting Date: May 8, 2018

Closing Date: May 22, 2018

Job Title: Deputy Communications Director
(Administrator II)

Position Type: Regular Full Time

Location: Office of the Attorney General, 200 St. Paul Place, Baltimore, Maryland

Description: The Office of the Attorney General is seeking applicants for a Deputy Communications Director. The Deputy Communications Director assists the Director of Communications in positioning and promoting the Office of the Attorney General's mission, priorities, accomplishments, and activities through traditional media, new media, social media, internal communications and strategic media relationships and engagement. The Deputy Communications Director must have strong writing and editing skills. The Deputy Communications Director writes, edits and produces speeches, consumer publications, advisories, webinars, videos and press releases. The position will work closely with the Consumer Protection Division to develop press releases and consumer advisories based on consumer complaints and/or trends, and manages media requests for the Division. The Deputy Communications Director also manages the agency's presence at the Maryland State Fair.

Experience: The ideal candidate will have a Bachelor's degree from an accredited college or university. Four years of experience in administrative staff or professional work. Additional experience in administrative staff or professional work may be substituted on a year-for-year basis for the required education. A minimum of three to five years' experience in public relations, marketing, journalism or a related field, with a strong knowledge of social media, writing and research skills are required. Additional graduate level education at an accredited college or university may be substituted at the rate of 30 semester credit hours on a year-for-year basis for the required general experience. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer involving staff work related to the administration of rules, regulations, policy, procedures and processes, or overseeing or coordinating unit operations or functioning as a staff assistant to a higher ranking commissioned officer on a year-for-year basis for the required education and experience. Familiarity with legal issues is preferred but not required.

Submission: Interested persons should submit an application and supplemental questionnaire through the Department of Budget and Management, Maryland State Online Employment Center <http://www.jobaps.com/MD/> by the close of business May 22, 2018.

The Maryland Office of the Attorney General is an equal opportunity employer, committed to diversity in the workplace.