Interested candidates should send their resume via regular mail, email (as a Word document) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

**Director of Communications**

The Director of Communications develops and implements internal and external communications efforts on behalf of the Office of the Attorney General (OAG) by spearheading promotional and marketing efforts for several key divisions of the office, including unclaimed property, consumer protection and Medicaid fraud, and by working with appropriate division staff to compile and develop informational pieces and reports for internal and external use.

**Duties and Responsibilities:**

Essential Duties and Responsibilities include the following:

- Primary OAG spokesman
- Communications consultant to Attorney General (AG)
- Attends senior leadership meetings to help devise messaging strategy
- Responsible for all press releases, social media, talking points, op-eds and AG speeches
- Plans, coordinates, and executes press conferences and public meetings
- Maintains constant contact with local, state, and national media
- Tracks media coverage of AG and OAG
- Represents OAG at public meetings/seminars
- Oversees overall communication/marketing strategy both externally/externally
- Manages Communications Department staff
- Develops and maintains marketing communications plan, including advertising, for the OAG
- Maintains and provides updated information from each division and creates usable documents for monthly use in AG speeches, remarks and events.
- Assists in writing speeches for the AG and other key staff
- Maintains and updates website content as appropriate
- Coordinates efforts with Communications Department staff
Skills

To perform the job successfully, an individual should demonstrate the following competencies:

- **Problem Solving** – Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully
- **Interpersonal and Verbal Communication** – Speaks clearly and persuasively in positive or negative situations; solves conflict, maintains confidentiality; listens for clarification; responds well to questions; demonstrates group presentation skills; adds value and participates in meetings
- **Written Communication** – Writes clearly and informatively; Able to digest and define legal terms and processes for public consumption; ability to write speeches on a variety of timely topics relating to public service and office related issues
- **Team Work** – Balances team and individual responsibilities; exhibits objectivity and openness to others’ views; gives and welcomes feedback; contributes to building a positive team spirit
- **Leadership** – Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; inspires respect and trust; accepts feedback from others; provides vision and inspiration to peers and subordinates
- **Quality Management** – Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness
- **Cost Consciousness** – Works within approved budget; develops and implements cost saving measures; conserves organizational resources
- **Organizational Support and Ethics** – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization’s goals and values; benefits organization through outside activities; supports affirmative action and respects diversity
- **Dependability** – Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan
- **Judgment** – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions
- **Motivation** – Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; takes calculated risks to accomplish goals
- **Planning/Organizing** – Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans
- Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Education – Bachelor's Degree preferred
- Language Ability – Ability to read, analyze, and interpret complex legal pleadings and documents. Ability to understand and respond to controversial or complex topics. Ability to respond effectively to most sensitive inquiries or complaints
- Computer Skills – To perform this job successfully, an individual should have a knowledge of Microsoft Office suite, Adobe Acrobat XI and website management