

POSITION ANNOUNCEMENT



Interagency Commission on School Construction
LARRY HOGAN, GOVERNOR
KAREN SALMON, PH.D. CHAIRPERSON
ROBERT A. GORRELL, EXECUTIVE DIRECTOR



Karen B. Salmon, Ph.D.
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

INTERAGENCY COMMISSION ON SCHOOL CONSTRUCTION

August 2, 2019

POSITION TITLE: Communications Officer (Administrator III)

POSITION NUMBER: PIN # 002437 (JobAps # 19-006096-0007)

SALARY: State Salary Grade 18
Annual Salary Range: \$52,687 - \$76,844

LOCATION: 200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: The main purpose of this position is to provide communication & public relation strategies that will educate & inform the public / other stakeholders on the complex tasks of owning & affordably operating school facilities; & will provide overall guidance on State funding to the local education agencies (LEAs). The position will direct the gathering of data, assembling of information, preparation of news articles, designs reports, & will develop informational materials for the agency; while developing key relationships with other State agencies, County agencies, LEAs, partner organizations & other stakeholders.

DUTIES AND RESPONSIBILITIES: Duties include strategic communications, creating newsletters, messaging, media relations, internal / external communications, branding, community relations, surveys, event management & related duties. Excellent verbal / written communication skills, including mastery of grammar & spelling; the ability to develop professionally written correspondence & reports; develops strategies & implements professional communications that will impart knowledge, understanding & transparency of all activities of the Interagency Committee (IAC). Ensure the agency web-site & other primary information sources are effective, useful & valuable to customers / stakeholders. Prepare graphics, logos, and images using graphic design software to enhance IAC communications and website.

MINIMUM QUALIFICATIONS: **EDUCATION:** Bachelor's degree from an accredited college or university in business, public administration, marketing, management science, communications, journalism, or a related field.

EXPERIENCE: One year of experience in professional work involving administrative responsibility for communications or marketing, web content development, graphic design or a related field of work.

NOTES:

1. Candidates may substitute a combination of education and experience in positions that involved responsibility for strategic communications, journalism or professional work on a year for year basis of the required education.
2. Graphic design or web content development experience, preferred.

ESSENTIAL REQUIREMENTS: Excellent communication skills both orally and in writing for the development of internal/external communications, newsletters, branding, marketing and survey instruments. Highly motivated in a self-directed work environment. Ability to analyze department needs and present appropriate solutions. Knowledge of printing methods and techniques including typography, layout, and composition. Excellent multi-tasking and time management skills. Exceptional customer service skills. Detailed oriented with good analytical skills. Strong organization skills. Demonstrate knowledge and experience with Microsoft Windows and Office.

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](https://www.msdejobs.org) (or complete an MSDE Application on [marylandpublicschools.org](https://www.marylandpublicschools.org)). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include a cover letter with their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS#. And indicate the application is for: **Communications Officer (Administrator III), #002437 (JobAps #19-006096-0007)**; Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950; This fax number is for Department of Education recruitment actions only.

For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at www.marylandpublicschools.org/about/Pages/OHR/Employment.aspx

Appropriate accommodations for individuals with disabilities are available upon request

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and *travel throughout the State are required*. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

For immediate consideration, applications should be received by **August 16, 2019** - Open Until Filled.