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# Public Information Officer(Job Id 26186)

**Location:** US:NH:CONCORD

**Category:** PROFESSIONAL &  
MANAGERIAL

**Salary:** 44,128.500-  
51,909.000 USD

**Post Date:** 06/16/2022

**Close Date:** 06/28/2022

## 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**

**Labor Grade 21**

**Position # 43033**

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

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

**SUMMARY:** To coordinate and conduct public relations, outreach, and informational program activities involving the planning, preparation, and distribution of Department-facing material through web-based and social media platforms. This includes Content Management Systems (CMS) and the use of applications to design, maintain, support, and enhance the Department's website. Works under the supervision of the Programs Information Officer.

### RESPONSIBILITIES:

Researches, writes and disseminates Department-facing material to a general audience via website, social, and digital platforms and publications.

Coordinates design, configuration of constituent interface, maintenance, and support of content on the Department's website, including determining technical requirements and resolving associated coding problems.

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Evaluates and plans timing and delivery of electronic communications materials. Exercises considerable judgement and expertise in seeking out critical information, preparing and editing copy, and executing timely web updates.

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, media programs, web events, constituent-engagement projects, social media campaigns, special events as required, educational programs, and merchandising. Coordinates the Department's social media team and calendar and assumes special projects as assigned.

Writes and distributes digital content for constituents, media, and promotional purposes.

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

Assists in the promotion and coordination of special events and public-engagement efforts. Attends public functions to represent the department, disseminate information, answer questions, and promote all aspects of the Department's work based on personal availability, appropriateness, and interest.

**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 and project development and management skills. Experience in writing for print or digital publications, including reporting and blog content, editing, proofreading and research, marketing, including social media and digital 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 CMS software for website development, and maintenance. May be required to demonstrate writing/editing/website layout skills during interview. An understanding HTML code and its relationship to web page building as well as experience with Dreamweaver are highly desirable.

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Requires development, management, and timing of Department-right content, as well as technical knowledge and skill in written, visual, and digital communication.

**RECOMMENDED WORK TRAITS:** Knowledge of communications and public relations and skill in the varied methods and techniques of disseminating information to the public. Knowledge and skill in web design, CMS, HTML/Dreamweaver and an understanding of coding relationships to positively affect web page development, use of Google analytics, creating online surveys, PayPal, eCommerce, and communication via social media. Ability to write, edit, proofread and analyze informational material. 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 with diverse interest groups.

**DISCLAIMER STATEMENT:** The supplemental job description lists the essential functions of the position and is not intended to include every job duty and responsibility specific to the position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

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. Mailing address is NH Fish and Game Department, 11 Hazen Drive, Concord NH 03301.

#### **\*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>

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**Value of State's share of Employee's Retirement:** 14.53% 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](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