

Public Information Officer – Township of Aberdeen, seeks a full-time PIO.

Responsibilities: Assists with the planning and development of new media capabilities to enhance public communication, community input, and government transparency.

Manages the Township's social media footprint. Assists in the preparation of Township Newsletter. Writes press releases and prepares information for distribution by media outlets. Communicates critical information effectively to the public. Responds to requests for information from members of the public and media outlets. Drafts speeches and arranges interviews for Township Manager and government officials.

Drafts and Coordinates all releases by Township Departments. Reviews, answers and monitors follow up action steps on correspondence. In charge of web-site development/maintenance and design. Oversees all advertising capabilities for the Township. Markets and sells sponsorship opportunities for Summer Concert Series, and any other appropriate events. Coordinates process for billing, payment and delivery of advertisements. Representative of Administration for all events and promoting of events. A Bachelor's Degree or equivalent in Communications, Business, Public Administration, or other related field is preferred. Equivalent of education plus experience in an office environment will be considered. Five years of full-time experience in government or in the capacity of an Assistant to an Executive or Administrative Officer in a private organization. Highly proficient in multiple technical applications including social media platforms, MS Office, database management, graphics and presentation software, electronic calendar, email, and other technical applications. A thorough knowledge of the Township of Aberdeen. Aberdeen is an Equal Opportunity Employer. Please submit your cover letter and resume via email to Bryan Russell, Township Manager bryan.russell@aberdeennj.org no later than January 22, 2021. The Township reserves the right to fill the positions before the deadline date.



TOWNSHIP OF ABERDEEN
Office of The Township Manager
One Aberdeen Square
Aberdeen, NJ 07747
(P) 732-583-4200

Bryan A. Russell, RPPS, QPA
Township Manager

JOB POSTING

DATE: December 28, 2020

CLOSING: January 22, 2021

POSITION: **Public Information Officer-Full Time**

PUBLIC INFORMATION DUTIES

- Assists with the planning and development of new media capabilities to enhance public communication, community input, and government transparency.
- Manages the Township's social media footprint.
- Assists in the preparation of Township Newsletter.
- Writes press releases and prepares information for distribution by media outlets.
- Communicates critical information effectively to the public.
- Responds to requests for information from members of the public and media outlets.
- Drafts speeches and arrange interviews for Township Manager and government officials
- Draft and Coordinate all releases by Township Departments
- Reviews, answers and monitors follow up action steps on correspondence.
- In charge of web-site development/maintenance and design.
- Oversee all advertising capabilities for the Township
- Market and sell sponsorship opportunities for Summer Concert Series, and any other appropriate events
- Coordinate process for billing, payment and delivery of advertisements
- Representative of Administration for all special events and promoting of events

Performs other related duties as assigned by the Township Manager.

QUALIFICATIONS FOR THE POSITION:

- A Bachelor's Degree or equivalent in Communications, Business, Public Administration, or other related field is preferred. Equivalent of education plus experience in an office environment will be considered.

An Equal Opportunity Employer

- Five years of full-time responsible experience in government or in the capacity of an Assistant to an Executive or Administrative Officer in a private organization.
- Highly proficient in multiple technical applications including social media platforms, MS Office, database management, graphics and presentation software, electronic calendar, email, and other technical applications.
- A thorough knowledge of the Township of Aberdeen

OTHER SKILLS, ABILITIES AND KNOWLEDGE:

- Solid working knowledge of municipal government, office processes and policy.
- Exceptional interpersonal and strong organizational skills, along with the ability to be flexible and adaptable to the changing needs of the position.
- Ability to work well under pressure
- Creativity and problem-solving aptitude
- Strong interpersonal skills
- Strong verbal and written communication skills.
- Ability to work independently on assigned projects.
- Maintain confidentiality
- The individual must be comfortable interacting with elected officials, management staff, employees, representatives of outside agencies and the general public.

Township of Aberdeen

One Aberdeen Square
Aberdeen, NJ 07747

DATE: _____

Employment Application:

Applicant Information: Name (Last, First, Middle): _____ Address: _____ City/Town: _____ Phone (Work): () _____ (Home): () _____ Social Security Number: _____ - _____ - _____
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Position applied for: _____

Have you ever applied to the (local unit type) before: ___ Yes ___ No If yes, give date _____

Date you can start: _____ Salary desired: _____

Are you available to work: ___ Full time ___ Part time ___ Shift work ___ Temporary

Are you currently employed: ___ Yes ___ No May we contact you at work: ___ Yes ___ No

May we contact your current employer: ___ Yes ___ No

Are you currently on layoff status and subject to recall: ___ Yes ___ No

Do you possess a current driver's license: ___ Yes ___ No

Do you possess a current commercial driver's license: ___ Yes ___ No

Please list any endorsements: _____

If you are under eighteen years of age, can you provide proof of eligibility to work: ___ Yes ___ No

Are you legally eligible to work in the United States of America: ___ Yes ___ No
Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.

The Township of Aberdeen is an Equal Opportunity Employer M/F

Employment History: This section must be completed even if you attach a resume. List your last four employers, major assignments within the same employer. Begin with the most recent. Include any military service. Explain any gaps in employment in the space on this form marked comments located on the bottom of this page.

Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: Yes No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: Yes No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: Yes No			
Employer:	Date started:	Date left:	Work performed/ responsibilities:
Address:	Starting Salary:		
Job Title:	Final Salary:		
Reason for leaving:			
Supervisor's name and phone number:			
May we contact for a reference: Yes No			

Comments:

References: Provide the names, addresses and phone numbers of three people whom we may contact as a reference. They should not be relatives or former supervisors.

Name & Address:	Phone Number:	Years Known:

Understandings and Agreements:

As an applicant for a position with the (local unit type), I understand and agree that I must provide truthful and accurate information in this application. I understand that my application may be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if the (local unit type) later discovers that information on this form was incomplete, untrue, or inaccurate. I give the (local unit type) the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give the (local unit type) the right to secure additional job-related information about me. I release the (local unit type) and its representatives from all liability for seeking such information. I understand that the (local unit type) is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that the (local unit type) will make reasonable accommodations as required by the Americans with Disabilities Act and New Jersey Law Against Discrimination. I understand that, if employed, I may resign at any time and that the (local unit type) may terminate me at any time in accordance with its established policies and procedures. No representatives of the (local unit type) may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks. *For your application to be considered, you must sign and date below.*

Applicant's Signature _____ Date _____

Education: Provide information on your formal schooling and education. Include elementary, secondary, and post-secondary education, if any. Include any formal vocational or professional education. For high school and post-secondary education, indicate any major or specialty, such as Academic, Business, or Trade.

<i>School:</i>	Years completed: (Circle)	<i>Graduated: (Circle)</i>	<i>Major Field:</i>
High:	1 2 3 4	Yes No	
College:	1 2 3 4	Yes No	
Other:	1 2 3 4	Yes No	

Languages: List any foreign languages you know and indicate your level of proficiency.

Language:	Speak Some:	Speak Fluently:	<i>Read:</i>	<i>Write:</i>

Special Skills & Experience: State any special skills, experience, training, licenses, certifications or other factors that make you especially qualified for the position for which you are applying.

Comments & Additional Information: Is there any additional information about you we should consider?

For Township use only

Hired: Yes No Position _____ Date _____

Which EEO job classification best describes the position for which the applicant applied?

- | | | |
|---------------------------|--------------------------------|-----------------------------|
| 1. Officials and Managers | 4. Sales workers | 7. Operators(semi-skilled) |
| 2. Professionals | 5. Office and clerical workers | 8. Laborers (unskilled) |
| 3. Technicians | 6. Craft workers (skilled) | 9. Service workers |

(local unit type) Official _____ Date _____

This page for (local unit type) use only!
Results of interview

Interviewer: _____

Date: _____ Time: _____

Voluntary Affirmative Action Information

You are not required to provide this information. Provide only if you wish.

If you provide information on this page, it will be filed separately from the job application. This information will be used only for purposes of the affirmative action program

Applicant Information:

Name: _____

Address: _____

City/town: _____

Phone: () _____

Position Applied For: _____

How did you learn about this position? Advertisement Employment Agency
 Friend Relative Walk-in Other (Explain) _____

Information Regarding Status:

Gender:

Male

Female

Equal Employment Opportunity identification groups:

White

African-American (non-Hispanic)

Hispanic

American Indian/Alaskan native

Asian/Pacific Islander

Other _____

Other protected Groups:

Individual with a disability

Vietnam-era veteran (served between 1964 and 1975)

Disabled veteran