

**STATE OF MONTANA JOB VACANCY
DEPARTMENT OF PUBLIC SERVICE REGULATION
PUBLIC SERVICE COMMISSION
AN EQUAL OPPORTUNITY EMPLOYER**

4 PAGE DOCUMENT

TITLE: COMMUNICATIONS DIRECTOR
POSITION NO.: 42100020
DEPARTMENT: PUBLIC SERVICE COMMISSION
LOCATION: HELENA, MT
PAY BAND: ** EXEMPT**
SALARY: \$40,000 - \$44,200, annual
ADDITIONAL SALARY INFORMATION: **This position is exempt from State Pay Plan Rules and serves at the will of the Commission.
STATUS: PERMANENT FULL-TIME
BARGAINING UNIT: N/A
APPLICATION DEADLINE: August 16, 2013
APPLICATION SUPPLEMENT: A writing sample, a resume, and references.

APPLICATION DEADLINE

Applications may be completed online at <http://www.mt.gov/statejobs/statejobs.asp>, mailed to the Public Service Commission, PO Box 202601, Helena, Montana 59620-2601, and postmarked by the closing date, or e-mailed to: mhinman@mt.gov by Midnight, MST on the closing date.

REASONABLE ACCOMMODATION

The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the Public Service Commission to consider any such accommodation, the applicant must make known any needed accommodation.

SPECIAL INFORMATION

The Department of Public Service Regulation (PSC or Commission) generally regulates private, investor-owned natural gas, electric, telephone, private water and sewer companies doing business in Montana. In addition, the PSC regulates certain limited transportation service providers. It also oversees natural gas pipeline and some railway safety regulations. The position is not part of any individual bureau, section or unit.

TYPICAL DUTIES:

Initiate effective relationships with all media, including statewide and local television and radio stations, newspapers, trade publications, the state electronic information access

system, other states' news media, and others anticipated to be most likely used. This includes learning their media format, key persons to contact, and best methods to learn of the latest concerns in geographic areas of the state.

Write, edit, and issue press releases and other media communication from the Commission, while working with appropriate staff to ensure an accurate portrayal of Commission actions.

Develop and implement a plan to facilitate outreach to civic groups, units of government, businesses, and other organizations about Commission business and about matters that are pertinent to energy, telecom, water, motor-carrier, pipeline, and railway-safety policy which are relevant to the Commission's business. This may include arranging commissioner and staff participation at public events, including conventions and annual meetings of interested organizations, assisting to place editorials and guest columns in daily and weekly papers, and arranging television and radio interviews, and preparing speeches and presentations for meetings, public events, and educational outlets such as high school and university classes, etc.

Stay informed of PSC issues and events through constant contact with Chair and Commissioners, division administrators, bureau chiefs, program managers, legal counsel and any other staff who are most likely to have updated information or can anticipate events. Develop methods to receive regular information from key staff.

Write, develop, and edit materials, including brochures, feature articles, PowerPoint presentations, etc., at the request of division heads and Commission Chair. Prepare notes, speaking points and outlines of subjects to address for the Chair and other Commissioners for utility, transportation, and other Commission issues.

Make aware persons or groups who may be interested in Commission proceedings of the existence of such proceedings and of those persons' or groups' right to participate in them, assisting them to understand the Commission's decision-making processes.

Maintain electronic media through the PSC homepage on the Internet, eCalendar, state electronic information access system, and other sources to provide current and up-to-date information. Provide guidance to make the Commission website more accessible to the public, media, and others.

Assist in the preparation of Commission testimony to legislature.

Assist in research tasks pertinent to the Commission as directed, including but not limited to research on legislative and regulatory affairs in Montana and other jurisdictions.

Assist in organizing roundtables and other forums on matters of interest to the Commission.

Maintain regular contact with key staff at other public agencies, including the Governor's office, that have similar topical interests as the PSC. Arrange for meetings, exchanges of information and documents, and possible joint news releases or other communications.

Work with Chair and Commissioners to develop and implement a plan for robust and frequent communications with the Montana Congressional delegation and appropriate members of their staffs.

Coordinate appropriate Commission participation in the federal legislative process on matters topical to responsibilities of the PSC.

Coordinate effective Commission participation in and communications with decision-making processes at federal agencies.

Facilitate Commissioners' effective participation in national and regional organizations such as NARUC, WCPSC, MARC, NTTG, OMS, CREPC, WECC, WIEB, SPSC, etc.

Identify federal grant, or other additional funding opportunities, for the Commission.

Manage programs made possible with new funding, including timely and accurate reporting to the funding entity and the commission.

EDUCATION/EXPERIENCE

A Bachelor's Degree in communication, journalism, marketing, public relations, or related field (is desired) plus a minimum of 1-2 years of job-related work experience is desired. Alternative methods of obtaining necessary qualifications may be accepted and are to be evaluated on a case-by-case basis. A training assignment may also be considered.

COMPETENCIES

This position requires the following: demonstrated knowledge and experience in effective public relations; (various forms of) excellent communication skills, especially writing, editing, and public speaking; strong understanding of mass media and advertising, and the relationships between citizens and public agencies; working knowledge of newspaper, radio, and television production procedures and techniques.

Other skills required include use of word processing, graphic design and publications programs. Must have ability to quickly learn PSC programs and functions. Also required are tact and respect for other points of view, ability to convince others of Commission's reasons for actions and decisions, and ability to display poise and professionalism even in confrontational situations. The position demands the ability to grasp complex technical information and PSC policy, and communicate it both accurately and succinctly to media outlets and the general public. Seeking an outgoing, proactive, visionary individual, who generates new ideas and can regularly reach out to reporters, editors and other key media personnel, through telephone, e-mail and personal meetings.

APPLICATION AND SELECTION PROCESS

Selection procedures to be used in evaluating applicant's qualifications may include, but are not limited to: an evaluation of the Montana State Application Form; an evaluation of education, training and experience; an evaluation of a writing sample; a structured phone and oral interview; reference checks and a criminal history background check.

1. All applicants must submit a completed and signed State of Montana Application for Employment Form (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).
2. Separate from the application, all applicants must include a short writing sample (preferably a press release) of which the applicant is the sole author, a resume, and the names and telephone numbers of three work-related references.

Applicants claiming the Veteran's or Handicapped Person's Employment Preferences (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability Form.

In accordance with the Immigration Reform and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card, along with a driver's license or other picture ID, a U.S. Passport or a Green Card.

Statement of Selective Service Registration Status

If you are a male born on or after January 1, 1960, and are at least 18 years of age, the Montana Compliance with Military Selective Service Act requires that you register with the Selective Service System unless you meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the state of Montana.

A false statement may be grounds for not hiring you, or for dismissing you if you have already begun work. Also, you may be punished by fine or imprisonment.

LATE OR INCOMPLETE APPLICATIONS WILL BE REJECTED