



MISSOURI PUBLIC SERVICE COMMISSION

JOB OPPORTUNITY

COMMUNICATIONS DIRECTOR and CHIEF PUBLIC INFORMATION OFFICER

The Missouri Public Service Commission is seeking a self-directed, professional individual with a communications background to manage the agency's communications and public relations activities. Duties include developing and coordinating communication strategies, projects, and programs for the Commission and supervision of public relations employees.

This position responds to requests for information from news media, legislators, Commissioners, and Division Directors. This position is also responsible drafting news releases, informational materials, reports for the Commission and managing the agency's social media presence. In addition, this position will perform oral presentations at hearings and meetings as needed, including acting as the spokesperson for the Commission in internal and external communications.

QUALIFICATIONS: A minimum of 4-6 years of professional experience in government relations, policy, and communications. A Bachelor's degree from an accredited college or university in Journalism, English, Public or Business Administration, or a closely related field preferred. Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the education. Ability to prepare written material so that it reflects content clearly and concisely and utilizes good grammar and sentence structure. Excellent written and oral communication skills, strong interpersonal skills, active listening, and organization skills is required. Ability to interpret and explain the Commission's policies, laws, and operations. Personal computer experience required, Microsoft Office experience preferred. Must have the ability to effectively interact with diverse audiences. Must have initiative and strong work ethic. This position may require occasional in-state or out-of-state travel.

Starting salary will be commensurate with education and experience. The annual starting salary range is \$65,077 to \$88,272 plus benefits. Benefits include 13 paid holidays annually, 10 hours paid sick and vacation time each month, potential telecommuting options, flexible work schedules, physical fitness opportunities, and tuition reimbursement. The position also offers optional life, medical, dental and vision coverage, and the state employee pension plan. To be considered for this position, send an application, resume, a copy of each transcript from all colleges/universities attended, and a short writing sample by 5:00 pm **May 24, 2024** to the Missouri Public Service Commission, Reference **#AD030524**, P.O. Box 360, Jefferson City, MO 65102 or via e-mail to pscjobs@psc.mo.gov. For additional information, visit <https://mocareers.mo.gov/psc> or [https://psc.mo.gov/General/Career Opportunities](https://psc.mo.gov/General/Career_Opportunities).

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