

JOB OPENINGS

professional/administrative staff

2010-70

Position: **Public Information Specialist**
Anticipated part-time with potential for full-time

Location: Management Services
• Serving district(s) in the Greater Capital Region

Basic Function: Plan, coordinate and implement a comprehensive program of communications and marketing.

Qualifications: ACCEPTABLE EXPERIENCE AND TRAINING:

- A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree and two (2) years of professional experience in journalism, writing, public administration, marketing, public relations or public policy; or
- B. Graduation from a regionally accredited or New York State registered college or university with an associate's degree and four (4) years of professional experience in journalism, writing, public administration, marketing, public relations or public policy;
- C. High School Diploma or GED and six (6) years experience as a newspaper reporter, in writing, public relations, marketing or in advertising, or
- D. Any equivalent combination of training and experience as indicated in A-D above. Desktop publishing and Web site management skills strongly preferred. **Must hold permanent status in Albany County as Public Information Specialist or be on Albany County certified list for Public Information Specialist.**

Responsibilities: Plan, develop and implement a comprehensive program of public information (including development of Web and print communications, media and community relations) that aligns with the client school district's educational mission and organizational goals.

Starting Date: January 4, 2010

Deadline to Apply: **October 30, 2009**

Starting Salary: \$43,683 (full-time)
The selected applicant will be subject to a fingerprint-supported criminal history background check in accordance with SAVE Legislation effective July 1, 2002.

Apply to: www.capregboces.org (*job openings*) to download an application which should include your cover letter, resume and writing samples.

Further Information Contact: Jennie Kerwood, Communications Program Manager
School Support Services, Capital Region BOCES, 900 Watervliet-Shaker Road,
Suite 102, Albany, NY 12205

Date: 10/16/09
*Selected candidates will be contacted for interviews.
NO PHONE CALLS, PLEASE!*