



**DISTRICT OF COLUMBIA RETIREMENT BOARD  
Position Vacancy Announcement**

<b>ANNOUNCEMENT NO:</b> 20200219	<b>POSITION:</b> Communications and Public Relations Director
<b>OPENING DATE:</b> February 19, 2020	<b>CLOSING DATE:</b> Open Until Filled
<b>TOUR OF DUTY:</b> 9:00 a.m. – 5:30 p.m., Monday – Friday	<b>STARTING RANGE:</b> \$130,114 -- \$162,642 DOQ (Grade 11) (Career Service) <b>Entire Range:</b> \$130,114 -- \$211,198
<b>LOCATION:</b> 900 7 <sup>th</sup> Street, NW, 2 <sup>nd</sup> Floor Washington, DC 20001	<b>AREA OF CONSIDERATION:</b> Open to all applicants
<b>NUMBER OF VACANCIES:</b> One (1)	<b>TYPE OF APPOINTMENT:</b> Probationary to Regular
This position is <b>NOT</b> in a collective bargaining unit.	

**\*\*\* Successful pre-employment criminal, financial, educational and certification background check required \*\*\***

**ABOUT THE D.C. RETIREMENT BOARD:** The District of Columbia Retirement Board (DCRB) is an independent agency of the District of Columbia Government. Our mission is to manage and control the assets of the D.C. Police Officers' and Firefighters' Retirement Fund and the D.C. Teachers' Retirement Fund as well as to administer benefits for the members of the of the D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plan.

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**POSITION SUMMARY:**

The Communications Unit provides strategic communications and targeted messaging about DCRB operations through a variety of delivery channels focused on creating and maintaining ongoing communications with and outreach to DCRB's stakeholders, including key constituents, organizational partners, employees, and members.

**PRIMARY RESPONSIBILITIES:**

- Provides leadership and counsel to the Board members, Executive Director and executive leadership team on strategic communication and stakeholder outreach.
- Oversight of external and internal communications, including form letters, newsletters, brochures, summary plan descriptions, meeting minutes, and Council testimony.
- Develops, maintains, and executes the agency's overall communication strategy, covering digital content, website, social media, visual design, and media relations.
- Develops and executes a communications program consistent with the agency's strategic plan, mission and core values.
- Directs activities that connect DCRB to leadership of key stakeholder groups, including legislative affairs, and ensures the development and maintenance of engagement strategies for strong partnerships.
- Develops and implements communication strategies associated with disaster response, recovery efforts and continuation of operations.

- Monitors DCRB's public profile, particularly on social media; develops and executes effective, time-sensitive responses in situations where to mitigate threats to DCRB's reputation in the public domain.
- Hosts recurring roundtables, briefings and forums to establish a clear lines of communication with stakeholders, including DCRB members and partner agencies, as well as retiree associations.
- Supports the communication needs of all Agency departments.

**FUNCTIONAL COMPETENCIES:**

- Strong written, verbal, and public speaking communication skills,
- Excellent project management and organizational skills.
- Ability to identify priorities and outline strategic goals and objectives.
- Experience with multimedia channels and advising on media relations.
- Adept at identifying brand opportunities and ensuring standards are met.
- Proven ability to communicate highly sensitive and complex issues to varying groups including executive staff and board members.
- Knowledge of governmental/legislative processes.
- Ability to quickly comprehend the full scope of the District's retirement plans and retirement system operations.
- Knowledge of retirement plans preferred.

**EDUCATION & EXPERIENCE:**

- Bachelor's degree majoring in Business Communication, Business Administration, Public Relations, Journalism, English, or a related field.
- Master's degree in Business Administration or Public Administration is preferred.
- 10 years' experience at a public or private organization, with responsibility for stakeholder communication.
- Five or more years of supervisory experience.

*DCRB is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective employees and incumbents to discuss potential accommodations with the employer.*

**WORKING CONDITIONS**

- Normal office environment

*This job description indicates the general nature and level of work being performed by employees in this job. It is not intended to be an exhaustive list of all tasks, duties, and qualifications of employees assigned to this job. Incumbents may be asked to perform other duties as required.*

**RANKING FACTORS: NONE**

**HOW TO APPLY:** Applicants must submit a completed DC2000 Employment Application, letter of interest discussing eligibility and qualifications, and resume. The DC2000 Employment Application is available as a fillable file document on the "Working at DCRB" page on DCRB's website. You may view the page here: <http://dcrb.dc.gov/service/working-dcrb>.

Applicants claiming Veterans Preference must submit official proof with application. All educational and experience requirements used to determine eligibility for this position must be officially verified at the time of appointment. No offer of employment will be deemed fulfilled without such verification(s).

**WHERE TO APPLY:**

Via Fax: (202) 343-3302, ATTN: HR Director

Via E-mail: [dcrb.vacancies@dc.gov](mailto:dcrb.vacancies@dc.gov)

**NOTE:** It is imperative that all information on the DC2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.

**NOTICE OF RESIDENCY:** If the position you are applying for is in the Career, Management Supervisory, or Educational Service, and you are selected for the position at an annual salary of one hundred fifty thousand dollars (\$150,000) or more, you must establish residency in the District of Columbia within one hundred eighty (180) days of the effective date of the appointment and continue to maintain residency within the District of Columbia throughout the duration of the appointment. Failure to meet residency will result in forfeiture of position.

**NOTICE OF NON-DISCRIMINATION:** In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code, §2-1401.01, et seq. (Act), the District of Columbia Retirement Board (DCRB) does not discriminate in its programs and activities on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family status, family responsibilities, matriculation, political affiliation, disability, source of income or place of residence or business. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

**NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS:** An offer of employment with the DCRB is contingent upon the completion and satisfactory result of a criminal, education and financial background investigation conducted by the DCRB or authorized agent prior to commencement of duty. In addition, an offer of employment for a position with specified education and certification qualification requirement(s) is contingent upon the completion and satisfactory result of an educational and/or certification background investigation conducted by the DCRB or authorized agent prior to commencement of duty (Pursuant to DCRB Policy No. DCRB-09-1-01). Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, section 1-616.51 *et seq.*) (2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 *et seq.* (2001).

**DRUG-FREE WORK PLACE ACT OF 1988:** "Pursuant to the requirements of the Drug-Free Workplace Act of 1988, the individual selected to fill this position will, as a condition of employment, be required to notify his or her immediate supervisor, in writing no later than five (5) day after conviction or a plea of guilty to a violation of any criminal drug statute occurring in the workplace."



OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DCRB HUMAN RESOURCES

