



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

ANNOUNCEMENT NO: 20131016	POSITION: COMMUNICATION SPECIALIST
OPENING DATE: October 16, 2013	CLOSING DATE: Open Until Filled
TOUR OF DUTY: 8:30 a.m.-5:00 p.m., Monday-Friday	STARTING RANGE: \$56,760 – 70,950 DOQ (Grade 7) (Career Service) Entire Range: \$56,760 – 87,694
LOCATION: 900 7 th Street, NW 2 nd Floor Washington, DC 20001	AREA OF CONSIDERATION: Open to all applicants
NUMBER OF VACANCIES: One (1)	TYPE OF APPOINTMENT: Probationary to Regular

This position is **NOT** 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 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 Plan and the D.C. Teachers' Retirement Plans as well as to administer benefits for the members of the plans.

POSITION SUMMARY

The Communication Specialist is a position that handles agency-wide communication projects, including developing member and internal newsletters, annual publications, external communications, website content (including internet and intranet), form creation, and other agency publications.

PRIMARY RESPONSIBILITIES

1. Creates, implements, and measures agency communication and public relations programs to enhance their effectiveness and impact.
2. Manages the production and printing of publications by vendors, including blue lining/proofing, selection of printing materials, color schemes and distribution/mailing. Spearheads brainstorming sessions to collaboratively plan structure and content of publications, brochures, handbooks, summary plan descriptions, publications, and newsletters. Prepares, reviews, edits and rewrites documents.
3. Plays a key design and editorial role in development and ongoing management of the agency website and other online/social media platforms as needed. Prepares ad-hoc HTML email communication for internal and external use.
4. Updates and reviews communication materials and compliance documents related to the Police Officers/Firefighters' and Teachers' Retirement Plans.
5. Designs, develops, and manages the creative direction, brand, tone, and voice of external communication pieces.
6. Creates style guides and trains agency employees on template usage and agency communication standards.
7. Designs and edits publication of booklets, including gathering narrative and statistical information for the agency.

8. Attends Board and Committee meetings and assists in the documentation of proceedings by taking minutes, recording motion and votes, and performing research into past meeting records. .
9. Assists the agency with the preparation of the City Council testimony, member surveys, and other correspondence with the Board, City Council, or public
10. Takes photographs on behalf of the agency and handles the photo-editing for placement in published communications.
11. Compiles agency statistics and develops metric dashboards for both internal management and use in agency publications.
12. Maintains and develops agency intranet. Works with departments and other technology consultants to resolve issues and improve communication to staff.
13. May assist the Executive Assistant/Office Manager and Legal Counsel with media inquiries.
14. Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent verbal and written communication skills required.
- Methods, techniques and styles of business and article writing.
- Proven abilities in formatting, design and layout for print and electronic text and graphic design.
- Knowledge of public-sector operations and communication standards.
- Knowledge of photography and photo editing.
- Ability to manage multiple projects simultaneously with a strong results/goal orientation.
- Advanced proficiency in computer applications (Microsoft Office, internet navigation, e-mail).
- Proficiency in the Adobe Creative Suite software package (Illustrator, InDesign, Photoshop).
- Proficiency in online communications tools including SurveyMonkey, iContact, and HTML email builders.
- Experience using online website content management systems. Drupal experience preferred.

BEHAVIORAL COMPETENCIES

- Works with a variety of people within a multicultural environment.
- Ability to work independently and in a team environment.
- Ability to thrive in a changing environment and deal with ambiguity.
- Ability to work under pressure and multi-task in a deadline-driven environment.
- Strong work ethic and commitment.
- High level of creativity and imaginative thinking.
- Organized, resourceful, and team focused.
- Takes initiative to maintain current knowledge and understanding of the retirement plans' policies, practices and procedures.

QUALIFICATIONS

- Bachelor's degree in journalism, English, public relations, marketing, communications, or a related field.
- Four years of full-time experience designing and authoring business communication plans and outreach/public information projects including newsletters, booklets, guides, websites, desktop publishing, training/education seminars, symposiums, mass mailings and videos.
- Work experience with the public sector, and exposure to the Federal and local level governance process desirable.
- Previous experience creating strategic objectives for web-based and social media presence desired.

WORKING CONDITIONS

Normal office environment

COMPENSATION LEVEL: DCRB Grade 7

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.

HOW TO APPLY:

Applicants must submit a completed DC2000 Employment Application, cover letter, and resume. The DC2000 Employment Application is available as a fillable document on the "Working at DCRB" page on DCRB's website. You may view that 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: Submit application materials to: HR Director
DC Retirement Board
900 7th Street NW, 2nd floor
Washington, DC 20001

Or fax materials to: (202) 343-3302
Attention: HR Director

Or e-mail materials to: 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 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 Public Schools 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) DAYS AFTER CONVICTION OF 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

