



MaineDOT

Maine Department of Transportation
Direct Hire
PUBLIC SERVICE COORDINATOR I
POLICY DEVELOPMENT SPECIALIST

Bulletin 09-53

CODE: 0994

RANGE: CA28

(\$46,176.00 to 63,502.40 annually)

Value of State-paid Health & Dental Insurance: **\$356.62** bi-weekly.

Value of State's share of employee's retirement: **24.96%** of pay.

SEARCH OPENED: October 27, 2009

CONTACT: LRhonda Hutchinson-Peaslee

CLOSING DATE: November 10, 2009; 5:00 p.m.

TELEPHONE: (207) 624-3058

POSITION TYPE: Permanent full-time **LOCATION:** Augusta **POSITION #:** 0191

BUREAU/DIVISION: Office of Communications

JOB DESCRIPTION: This position provides professional services work assisting Commissioner, the Deputy Commissioner, Director of Communications and executive team in managing and coordinating state and federal public policy matters and assisting in formulating, responding and coordinating of policies within state and federal legislative process and constituent matters. This position may serve as a chief staff person before the Legislature with limited authority to act on matters.

MINIMUM QUALIFICATIONS: Combination of education, training, and/or professional level experience in specialized expertise generally within one or two related functions on various administrative, legislative, or policy matters and their impact. The scope of responsibility is well defined by statute, regulation, grant or agency policy and the issues are moderately complex. Responsibilities include consulting, evaluating and integrating operational practices, procedures and activities in support of outcomes of policy or program initiatives, and may include providing leadership on selected activities involving other personnel, task force or committees, advocates or members of the public.

SELECTION PROCESS: Applicants must forward a cover letter, current resume, and completed Direct Hire application, to: MaineDOT, Human Resources, Attn, LRhonda Hutchinson-Peaslee, 16 State House Station, Augusta, ME 04333-0016, no later than 5:00 p.m., November 10, 2009. Applications are available by calling, 207-624-3050 also on the MaineDOT website: www.maine.gov/mdot. Specific questions relating to this position can be directed to Herb Thomson at 624-3030.

MAY BE REPRODUCED TO SATISFY BULLETIN BOARD DISTRIBUTION

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