



NEW JERSEY DEPARTMENT OF AGRICULTURE
 200 RIVERVIEW PLAZA
 P.O. BOX 330
 TRENTON, NJ 08625-0862



NOTICE OF JOB VACANCY

TITLE: Government Representative 3 (Unclassified) (Project Coordinator/Executive Assistant)	ANNOUNCEMENT #: 35-23	ISSUE DATE: 05/19/2023 CLOSING DATE: 6/2/2023
SALARY RANGE: \$80,000.00 - \$85,000.00 per year	<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE ONLY <input checked="" type="checkbox"/> GENERAL PUBLIC	
LOCATION: Office of Food Security Advocate, 200 Riverview Plaza, Trenton, NJ 08625		

JOB DESCRIPTION

Under the direction of the Executive Director in the Office of the Food Security Advocate (OFSA), candidate will be responsible for acting as staff and personal representative responsible for assisting in the execution of the Office of the Food Security Advocate's duties and functions related to policy and the development, management, and control of plans, programs, and operations, by employing accepted modern techniques of administration and management; does related work as required.

Candidate will assist in the development, review, interpretation, and control of objectives, policies, and procedures; assist the OFSA staff in planning, organizing, and directing programs and projects; recommend and execute administrative functions, organizational arrangements, performance criteria, and administrative policies designed to help achieve the goals of the offices and the purposes of its programs; confer with the Executive Director of OFSA and OFSA team on their budgetary needs and allowances; evaluate budget requests, including overall operations, in terms of effective use of resources and special problems of organization and administration; confer with the Fiscal Office of the NJDA in determining final budget application and use; ensure that project target dates and/or deadlines are met; resolve problems which may arise, and refer critical delays to the Executive Director; assist in the development and implementation of measures to ensure that directives of the Executive Director are properly carried out; collaborate with the OFSA team to ensure proper assignment and management of such measures; serve as liaison to other departments and divisions to alleviate management and administrative problems; fulfill organizational needs and requirements by collaborating with the OFSA team and stakeholders of the office as needed; act on behalf of the OFSA team when unavailable, interview visitors concerned with OFSA projects, explain the position of OFSA, and advise the OFSA team on matters requiring personal attention; represent OFSA at meetings and conferences; assist in executing, developing and overseeing the establishment of administrative procedures for OFSA; draft correspondence in the course of official duties; prepare and direct the preparation of clear, sound, accurate, and informative reports containing findings, statistical information, analyses, conclusions, and recommendations; assist with and maintain essential records and files for OFSA; required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

FOREIGN DEGREES: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. This evaluation must be included with your submission and failure to submit the required evaluation may result in an ineligibility determination.

EXPERIENCE: Four (4) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting or in assisting an executive with program development and implementation.

NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services regulations.

NOTE: The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

IMPORTANT NOTICE

Effective September 1, 2011, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

ELECTRONIC FILING INSTRUCTIONS

Interested applicants must email a cover letter, including the announcement number, resume, and transcripts by the closing date of this Notice of Job Vacancy to njdajobs@ag.nj.gov.

NJ SAME Program applicants must email a cover letter, including the announcement number, resume, transcripts, and a signed copy of your approved SAME Program eligibility documentation (**Schedule A Letter or Schedule B Letter**), by the closing date of this Notice of Job Vacancy to njdajobs@ag.nj.gov. For additional information, please visit <https://nj.gov/csc/same/overview/index.shtml>, SAME@csc.nj.gov, or (833) 691-0404.

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