



New Jersey Department of Environmental Protection Notice of Vacancy - HOURLY

Title: Program Specialist

Posting Number: CIER-2023-1H

Open to: General Public

Workweek: 20-25 hours per week

Salary: \$20.00 an hour

Opening Date: January 23, 2023

Closing Date: February 6, 2023

Existing Vacancies: Two (2)

Program/Location: Department of Environmental Protection
Community Investment & Economic Revitalization
Community & Local Government Assistance
401 East State Street, 4th Floor
Trenton, NJ 08625

Scope of Eligibility: Open to applicants who meet the requirements below.

Description: Under the close supervision of a Program Specialist 3 or 4, or other supervisory official in a state department, institution or agency, assists in the professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of various programs and services administered by the Department of assignment; assists in conducting the research and field work necessary to meet the needs of the appropriate state and/or local public or private agencies; does other related work.

Specific to the Position: Support Local Government Assistance initiatives designed to empower and connect county and municipal governments to DEP programs and services that promote environmental protection and community development. Assist in developing and maintaining strong relationships with local government entities and their leadership. The Office seeks to alleviate concerns and work towards positive outcomes to empower local partners to drive a vibrant quality of life for New Jersey communities. Duties include the following: maintain and update database for county and municipal entities and officials, including representatives of Environmental Commissions and other Administration offices, Councils and Boards for the purpose of connecting relevant local government and DEP people, programs, and imperatives; develop a sustained working knowledge of DEP programs and imperatives to enable timely and relevant communication with local government entities and officials.

Preferred Skill Set: Flexible and compassionate of a diverse set of local and environmental needs. A strong understanding of state and local government. A strong understanding of environmental policy and issues that impact local governments. Strong organization skills, ability to multi-task, and meet deadlines. Strong communication and interpersonal skills which include public speaking. Able to analyze multi-disciplinary issues and develop options for issue resolution.

Requirements

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

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

Experience: One (1) year of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

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

NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for the experience requirement indicated above.

License: Appointee 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.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference/>

Note: All State employees who are vaccinated for COVID-19 are required to submit proof of vaccination. Instructions will be provided if a firm offer of employment results from this NOV.

Submit Letter of Interest, Resume, Unofficial Transcripts (if college degree is required), and the [Personal Relationship Disclosure Statement](#) by 4:00 p.m. on the closing date to:

Talent Acquisition Team

Division of Human Resources

E-mail Address: DEP-HR-CIER.Resumes@dep.nj.gov

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

Posting Authorized By:

Phiroza Stoneback, Manager

Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.