

Notice of Vacancy

Reference Number: DOE-046-24

Title: Manager 1 Education

Range/Title Code: &32/61604

Salary: \$99,463.05 – \$142,156.08

Position Number: 012058

Issue Date: July 11, 2024

Closing Date: July 25, 2024

Core Hours of Operation 7:30 a.m. – 5:30 p.m.

Location: Trenton, New Jersey

Division: Division of Field Support and Services, Office of Recruitment, Preparation and Certification

Description

Under general direction of the Director, Office of Recruitment, Preparation and Certification, directs, manages, and supervises an important, primarily single objective program or unit. This includes the development, planning, organization, and supervision of goals, policies, procedures, and work processes of the program and staff; and performs other related work as required.

Requirements

Education

Graduation from an accredited college with a Master's degree in Education or a field related to the area of assignment.

Experience

Five (5) years of experience in education or other field that is directly related to the functions of the assigned position, including two (2) years in an administrative or supervisory capacity.

Certification

A valid Certificate issued by the Board of Examiners of the New Jersey Department of Education.

Preferred Education/Experience

At least four (4) years of experience managing projects; Experience serving in a leadership capacity; Experience with certification regulations and policies and certification database systems; Experience with customer service; Experience developing data reports, analyzing data, and leading data conversations to drive continuous improvement; And experience leading presentations and engaging stakeholders.

Open to the Following

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

Applicants must meet the open competitive requirements listed on the job specification on file at the Civil Service Commission. You may access the job specification through the Civil Service Commission's website info.csc.state.nj.us/jobspec/61604.htm.

Interested candidates may apply via: <https://www.nj.gov/education/careers/>.

Authorization to Work

Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Immigration and Customs Enforcement regulations. Note: The State of New Jersey does not provide sponsorships for work visas.

SAME Applicants

If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program, visit their website at: nj.gov/csc/same/overview/index.shtml, email: CSC-Same@csc.nj.gov, or call the Civil Service Commission at (609)-292-4144, option 3.

EOE/AA Statement

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.