



New Jersey Department of Environmental Protection

Notice of Vacancy

Filling of this position is contingent upon further approval process

Title: Program Specialist Trainee

Posting Number: CIER-2023-3

Open to: General Public

Workweek: NE (35-hour) Workweek

Salary: (P95) \$46,431.86 (Non-Negotiable)

Opening Date: January 17, 2023

Closing Date: February 7, 2023

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection
Community Investment & Economic Revitalization
Historic Preservation Office
501 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, Program Specialist 4, or other supervisory officer in a State department or agency, as a trainee and productive worker, receives on-the-job training while assisting in the professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social service programs, programs serving the socioeconomic needs of specific clients populations, or regulatory programs designed to ensure public safety, health and welfare, or protection of the environment; completes assignments which provide practical Program Specialist experience; does other related work.

Specific to the Position: This appointee will be responsible for organizing graphic design and publication projects from conception to completion, assessing requirements and making recommendations in coordination with Historic Preservation Office (HPO) staff and supervisors as needed for implementation of HPO's outreach program. They will also plan, coordinate and implement conversion of HPO's existing website through departmental web publishing systems, ensuring compliance with applicable communications procedures and accessibility guidelines. The appointee will also develop policy and standard operating procedures for publishing content through all outreach channels; be responsible for developing concepts, selecting materials, and producing content for exhibits, displays, and presentations in support of HPO federally funded programs. The appointee will finalize design and layout of the federally mandated Statewide Historic Preservation Plan, and/or other federally funded or mandated publications as required.

Preferred Skill Set: Knowledge of & ability to prepare and disseminate informational materials, and published content utilizing graphic design skills, written communications, and familiarity with all HPO programs. Ability to review and interpret communications standards & policies and apply them to outreach programs. Preparation of documentation and reporting and recommendations for outreach activities. Knowledge of web publishing, graphic

design systems, database management systems and other info systems used in HPO.

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.

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 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.

[Please tell us how you heard about this position](#)

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.