



# New Jersey Department of Environmental Protection Notice of Vacancy - Unclassified

Filling of this position is contingent upon further approval process

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**Title:** Program Specialist 1

**Posting Number:** CIER-2024-4

**Open to:** General Public

**Work Week:** NE (35-hour) Work Week

**Salary:** (P18) \$52,513.10 – \$74,057.84

**Opening Date:** 4/11/2024

**Closing Date:** 5/2/2024

**Existing Vacancies:** One (1)

## Program/Location

Department of Environmental Protection  
Community Investment & Economic Revitalization  
Green Acres  
401 East State Street, 7th 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:** Administer the Green Acres Local and Nonprofit Assistance Program and, as needed, the State Land Acquisition Program. Professionally manage park development and land acquisition projects throughout the state. Provide guidance to local governments and nonprofits through the park development and acquisition processes, consistent with program rules, regulations and procedures. Process required forms and reports, review documentation, prepare project agreements, conduct site inspections and processes payment requests.

This position requires commitment to the mission of the Green Acres Program.

## Requirements

Applicants must meet one of the following, or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Five (5) years of professional experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

OR

Possession of a Bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

OR

Possession of a Master's degree from an accredited college or university in a discipline appropriate for the position.

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.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

**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://www.nj.gov/military/veterans/services/civil-service-preference/>

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**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-CIERGA.Resumes@dep.nj.gov](mailto:DEP-HR-CIERGA.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](#)

**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, please visit <https://nj.gov/csc/same/overview/index.shtml>, email [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (609) 292-4144 and select Option #3.

**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.**