



NEW JERSEY DEPARTMENT OF THE TREASURY

NOTICE OF VACANCY

POSTING #: 2023 - 134 - P	ISSUE DATE: October 10, 2023	CLOSING DATE: November 24, 2023
TITLE: Executive Director	OPEN TO: General Public	
DIVISION: Garden State Preservation Trust	TITLE CODE: 90617	RANGE: M98
SALARY: Commensurate with education and experience	WORKWEEK: NL (35 hours)	

JOB DESCRIPTION

The Garden State Preservation Trust (GSPT) is an independent authority of the New Jersey State government, governed by a nine -member board. GSPT members and staff manage Corporate Business Tax funds to preserve and steward New Jersey's agricultural, open space, and historic lands and sites. GSPT works closely with other agencies, especially the Department of Environmental Protection, the State Agricultural Development Committee, the New Jersey Historic Trust, the Department of Community Affairs, and the Department of the Treasury. GSPT has been without an Executive Director for several years and seeks a visionary Executive Director to revitalize their efforts to preserve and develop open space, farmland, and historic sites in New Jersey. The ideal candidate has skills and experience that can effectively promote collaboration, develop new ways of thinking about the acquisition and management of preserved land, and communicate to wide-ranging audiences that GSPT has a leading role to play in meeting the State of New Jersey's goals in environmental justice, climate change, accessible outdoor recreation, food access, cultural development, and environmental quality.

The primary responsibilities include but are not limited to:

- To administer all functions and carry out the directives of the nine -member appointed board of the Garden State Preservation Trust (GSPT), an independent authority of New Jersey State government. GSPT's functions per the Garden State Preservation Trust Act (NJSA 13-8C-1 et seq), the Preserve New Jersey Act (NJSA 13:8C-47 et seq), and any subsequent, applicable legislative mandate.
- To arrange and administer GSPT meetings called at the direction of the Chairperson , including but not limited to drafting meeting agendas, compiling communications and applicable news articles and press, preparing matters for action, drafting resolutions, and preparing and submitting meeting minutes.
- Advise and guide the GSPT board as it reviews and approves funding requests from the New Jersey Department of Environmental Protection, the State Agriculture Development Committee, and the New Jersey Historic Trust.
- Present strategic options and plans for organizational impact and gain Board approval to carry out the organization's mission.
- Coordinate with the Office of Legislative Services in support of drafting appropriation bills.
- Monitor and analyze the expenditure performance of GSPT's partner agencies and prepare reports for the Board's review and consideration.
- Prepare biennial reports to the Legislature and maintain and upgrade the GSPT's website with current acreage data on farmland, open space, and recreation areas, as well as information on historic preservation and park development/stewardship projects.
- Collaborate with GSPT's partner agencies, and identify other partner agencies to develop new grant programs or pursue existing grants that are responsive to and anticipate issues of environmental justice, climate change, accessible outdoor recreation, food access, cultural development, and environmental quality.
- Communicate with private citizens, organized groups, GSPT's partner agencies, and other collaborators to enhance GSPT's ability to effectively promote the activities and success of its partners and respond to the needs of people and organizations working on preservation and park and cultural development.
- Carry out research or education projects or initiatives that foster efficient use of taxpayer conservation funds, enhance public awareness of the state's conservation programs, and maximize achievement of the goals and objectives of GSPT's enabling laws.

The standard workweek is Monday through Friday. This position may be eligible to participate in the Department's pilot telework program, which allows eligible employees to work remotely for up to two (2) days per week, as approved by management. The position offers a comprehensive benefits package including medical, prescription drug, and dental coverage, benefit leave, Pension, supplemental pension plan, tax saving programs, and paid holidays.



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POSITION REQUIREMENTS

- Education:** Graduation from an accredited college or university with a Bachelor's degree.
- Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your application submission. Failure to submit the required evaluation may result in an ineligibility determination.
- Experience:** Five (5) years of experience in the administration and management of a program to develop and implement policy in a public or private organization. The ideal candidate will possess seven (7) or more years of experience in the management and/or oversight in conservation, preservation, recreation, economic development, or workforce development. Leadership experience will be interpreted broadly by the GSPT, not limited to the direct supervision of employees
- NOTE:** Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

IMPORTANT NOTES

- SAME Applicants:** Candidates applying under the New Jersey "SAME" program, **must include a Schedule A or B letter** with other supporting documents (resume, proof of degree, etc) by the closing date indicated above. For more information, please visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov or call CSC at (609) 292-4144, option 3.
- Residency:** In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principle residence in New Jersey within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.
- Work Authorization:** Applicants must possess acceptable work authorization in the United States in accordance with United States Citizenship and Immigration Services and Department of Homeland Security regulations. Candidates on student visas, F1 visas, or H1B visas are not eligible for employment at this time.

INSTRUCTIONS TO APPLY

If you are qualified, please submit the documents listed below by 5:00 p.m. on **November 24, 2023:**

- Cover letter/Letter of interest
- Resume
- Proof of degree

Treasury Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov

(Please list the "2023-134-P Executive Director GSPT" in the Subject Line)

Submissions must be received timely to the email address listed above in order to be considered. Failure to submit all required documents may result in an ineligibility determination. Interviews will be granted on the basis of the resume.

THIS IS NOT A PROMOTIONAL ANNOUNCEMENT

Appointment(s) resulting from this posting will be in accordance with Civil Service Commission rules and regulations.

Authorized by:

Antoinette Sargent (nr)
Antoinette Sargent, Human Resource Officer

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