



State of New Jersey

DEPARTMENT OF EDUCATION

Notice of Vacancy – Amended

The Commissioner of Education invites applications from qualified candidates for the following:

Reference Number: DOE-001-23

Candidates who have previously applied do not need to reapply.

Title: Government Representative 1
(Director, Office of School Bus Safety)
Range/Title Code: X98/55512
Salary: To be determined
Position Number: 093505
Issue Date: January 17, 2023

Closing Date: Until filled
Core Hours of Operation: 7:30 a.m. – 5:30 p.m.
Location: Trenton, New Jersey
Division: Division of Finance and Business
Services, Office of School Bus Safety

Description:

Under direction of the Assistant Commissioner of Finance and Business Services, supervises the development and implementation of all Office of School Bus Safety related initiatives; provides leadership, oversight, and supervision for staff within the Office of School Bus Safety, including preparing and signing official performance evaluations for subordinate staff; supervises the oversight of the school busing industry to ensure adherence to federal and state laws and regulations; strengthens interagency and statewide collaboration and partnerships to foster the implementation of strategies for school bus safety in New Jersey; proposes regulatory changes related to school bus safety; oversees coordination with other agencies, such as the New Jersey Motor Vehicle Commission and the Department of Law and Public Safety; oversees the District Report of Transported Resident Students (DRTRS) electronic data collection system; oversees the listing school bus contractors that have been debarred; prepares an annual report for the Commissioner of Education detailing the office's activities in the prior year; and performs other related work as required.

Requirements:

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

Experience: Eight (8) years of experience in ensuring compliance with established statutory or regulatory programs, five (5) years of which shall have been in a supervisory capacity.

Preferred Education/Experience: A Master's degree in Business Administration, Public Policy, Transportation, Business Administration, Finance, or Project Management; three (3) years of experience in transportation; and experience preparing and providing testimony.

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 requirements listed above.

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.

Forward a cover letter and resume electronically to:

resume3@doe.nj.gov (include the Reference # in the subject line)

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: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call the Civil Service Commission at (833) 691-0404.

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.