



NEW JERSEY DEPARTMENT OF AGRICULTURE
 200 RIVERVIEW PLAZA
 P.O. BOX 330
 TRENTON, NJ 08625-0862



NOTICE OF JOB VACANCY

TITLE: Program Support Specialist - (2) Vacancies (Hourly Position hired through a Temp Agency)	ANNOUNCEMENT #: 3-23	ISSUE DATE: 1/11/2023 CLOSING DATE: 2/3/2023
SALARY RANGE: \$29.00 per hour	<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC	
LOCATION: Division of Food & Nutrition, Trenton, NJ		

JOB DESCRIPTION

Assists and participates in the delivery of nutrition programs, provides technical assistance, works with program staff to monitor program institutions, facilities, and/or sponsors to determine compliance with applicable program regulations, assists program staff responsible for implementing measures to expand program participation. Duties include, but are not limited to developing surveys and other tools to collect and evaluate data needed for program activities and evaluations; assisting in developing standards for institutions participating in nutrition programs, reviewing sponsor participation practices for administrative compliance; reviewing and approving applications submitted by institutions and potential institutions; developing measurement criteria and evaluating institutions and/or facilities food service methods; meeting with organizations, agencies, and other interested groups to develop and promote child nutrition programs; evaluating meal patterns for participating institutions to determine compliance with the nutritional requirements of the program; completing reviews of institution applications and conducting administrative reviews of institution and facilities for compliance monitoring requirements; preparing reports containing findings, conclusions, and recommendations; will be required to learn and utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units; will be required to utilize personal cell phone for business communication with program sponsors and office staff and other related duties.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a bachelor's degree. A degree in Nutrition, Food Service Management, Dietetics, Food Science, Food Technology, Home Economics, Public Health, or other areas related to nutrition is preferred.

EXPERIENCE: Preferred two (2) years of experience in the development, implementation, evaluation or administration of nutrition or other social programs.

EDUCATION/EXPERIENCE SUBSTITUTION: Five (5) years of experience in food service in a day care or school setting with a bachelor's degree from an accredited college or university may be substituted for the required degrees above.

FOREIGN DEGREES: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission and failure to submit the required evaluation may result in an ineligibility determination.

LICENSE: Appointee will be required to possess a driver's license valid in the State of New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position. Periodic statewide field work travel is required. Field work travel is reimbursed at \$.35 per mile. Appointee will be required to possess and utilize their personal vehicle for field travel.

AUTHORIZATION TO WORK: Appointee must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services regulations.

NOTE: The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

IMPORTANT NOTICE

Effective September 1, 2011, NJ PL 70 (NJ First Act), requires all State employees must reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than seven calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

ELECTRONIC FILING INSTRUCTIONS

Interested candidates must email a cover letter, including the announcement number, resume, and transcripts by the closing date of this Notice of Job Vacancy to njdajobs@ag.nj.gov.

POSTING AUTHORIZED BY: *Jacqueline Jobes*
 Jacqueline Jobes, HR Manager

The New Jersey Department of Agriculture is an Equal Employment Opportunity Employer

The NJDA provides reasonable accommodations to applicants with disabilities. If you are in need of a reasonable accommodation for any part of the application and hiring process, please notify the Office of Human Resources at 609-913-6542. Request determinations will be handled on a case-by-case basis.