



## New Jersey Department of Environmental Protection Notice of Vacancy – REPOST

Filling of this position is contingent upon further approval process

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**Title:** Program Specialist 1 (Unclassified)

**Posting Number:** CIER-2022-13

**Open to:** General Public

**Workweek:** NE (35-hour) Workweek

**Salary:** (P18) \$50,737.29 — \$71,553.48

**Opening Date:** 1/25/2023

**Closing Date:** 2/8/2023

**Existing Vacancies:** One (1)

**Program/Location:** Department of Environmental Protection  
Community Investment & Economic Revitalization  
Green Acres Program  
Bureau of Local and Nonprofit Assistance  
401 East State Street  
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 Environmental Protection; 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. Position requires managing multiple priorities, attention to detail, working in a team setting, flexibility, and commitment to the mission of the Green Acres Program.

**Preferred Skill Set:** Well-organized, with excellent problem solving, analytical, written, customer service, and interpersonal skills. Experience with park development, land acquisition, conservation or recreation organizations or projects, grant management, or land use planning. Degrees in natural resource-related fields of study, such as Natural Resource Management, Environmental Science/Studies, Biological Sciences, Environmental Policy, Land Use/Environmental Planning, or Geography, are a plus.

## 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.

**Experience:** One (1) year of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for the experience requirement indicated above.

**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.

**Note:** Interviews will be granted based on the cover letter, resume and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview.

Per Executive Order 253, all State employees are required to be fully vaccinated against COVID-19 or undergo weekly testing. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this NOV.

**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/>

**Submit Letter of Interest, Resume, and e-mail address by 4:00 PM on the Closing Date to:**

Talent Acquisition Team

Division of Human Resources

E-mail Address: [DEP-HR-CIER.resumes@dep.nj.gov](mailto: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 indicate how you heard about the position in the body of the email.

**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.**