



# 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:** COM-2023-5

**Open to:** General Public

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

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

**Opening Date:** 9/11/2023

**Closing Date:** 9/25/2023

**Existing Vacancies:** Two (2)

**Program/Location**

Department of Environmental Protection  
Office of the Commissioner  
Office of Climate Resilience - Blue Acres  
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 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 Blue Acres floodplain buyout projects throughout the state. Provide guidance to property owners throughout the acquisition process, consistent with program rules, regulations, and procedures. Arrange for technical work, process required forms and reports, review documentation, prepare purchase offers, and conduct site inspections. When needed, develop written communications for the Department and the general public and assist with policy improvements and development of standard operating procedures. The successful candidate must be able to manage multiple priorities, assist with data management tasks, work both independently and in a team setting, and have excellent written and oral communication skills, attention to detail, flexibility, empathy for disaster victims, and commitment to the mission of the Blue Acres Program and climate resilience related work.

**Preferred Skill Set:** Well organized, with excellent problem-solving, analytical, written, and oral communication, data management, customer service, and interpersonal skills. Experience with land acquisition, conservation, disaster recovery, tenant relocation work, and land-use planning. Degrees in Communications, social science, or 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.

**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-EXECUTIVE.Resumes@dep.nj.gov](mailto:DEP-HR-EXECUTIVE.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 (833) 691-0404.

**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.**