



# 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 3

**Posting Number:** COM-2024-6

**Open to:** General Public

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

**Salary:** (R26) \$78,024.71 – \$111,000.80

**Opening Date:** 8/9/2024

**Closing Date:** 8/30/2024

**Existing Vacancies:** One (1)

## **Program/Location**

Department of Environmental Protection  
Office of the Commissioner  
Office of Climate Resilience Planning/Blue Acres  
401 East State Street  
Trenton, NJ 08625

**Scope of Eligibility:** Open to applicants who meet the requirements below.

**Description:** Under the general supervision of a Program Specialist 4 or other supervisory officer in a state department, institution or agency, or in a local jurisdiction, directly supervises professional and/or technical staff engaged in program activities; performs the more complex and sensitive professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and evaluation of various programs and services administered by the Department of assignment; conducts the research and field work necessary to meet the needs of the appropriate state and/or local public or private agencies; prepares and signs official performance evaluations for subordinate staff; does other related work.

**Specific to the Position:** As the communication and public engagement supervisor for Blue Acres buyout work, this role will oversee outreach staff charged with creating and maintaining all Blue Acres communication and public engagement work. Key responsibilities will involve the development and implementation of a communication strategy that aligns with agency-wide communication goals, identifying key buyout audiences and stakeholders, creation of an outreach and engagement partners inventory, tailoring communications and messaging according to relevant audiences, and elevating issues associated with flood risk reduction, buyouts, and climate resilience. Responsibilities also include overseeing the development and application of information and content shared via the Blue Acres website and email lists, tracking buyout and flood resilience news locally and nationally, development of original videos and graphics to convey the benefits that buyouts can offer in flood risk reduction and community resilience; coordinating public facing events, workshops, and consultation meetings to advance various planning elements and implementation aspects of state-led buyout work; facilitating outreach and engagement sessions, coordinating communication activities with other staff within the Office of Climate Resilience. The selected candidate must be able to supervise staff and manage multiple complex projects, both independently and as part of a team.

**Preferred Skill Set:** Knowledge of public relations, media, and communications, strong writing, and communication skills as well as the ability to understand, analyze, and communicate complex topics; a creative thinker and problem solver; meeting facilitation experience, experience working with local, state, or federal agencies, and non-governmental organizations. Strong interpersonal skills with the ability to build relationships and connect with stakeholders. Experience with project management, scientific writing, and branding is a plus.

## Requirements

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Seven (7) years of professional experience in planning, monitoring, coordinating, implementing, modifying, and/or evaluating agency programs and services.

OR

Possession of a Bachelor's degree from an accredited college or university; and three (3) years of the above-mentioned professional experience.

OR

Possession of a Master's degree from an accredited college or university in a discipline appropriate to the position; and two (2) years of the above-mentioned professional experience.

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.

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

**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 (609) 292-4144 and select Option #3.

**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.**