



## State of New Jersey

PHILIP D. MURPHY  
Governor

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN  
Attorney General

TAHESHA L. WAY  
Lt. Governor

ERIN ZIPPEL  
Chief Administrative Officer

March 15, 2024  
**NOTICE OF JOB VACANCY**  
#24-126

**This is a repost of vacancy announcement #23-778; previous applicants need not reapply.**

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Division of Gaming Enforcement, for applicants who meet the requirements specified below:

**TITLE:** Manager 2, Department of Law and Public Safety

**SALARY:** \$96,099.57 to \$137,348.82

**LOCATION:** Division of Gaming Enforcement  
Administrative Services Bureau  
1300 Atlantic Avenue  
Atlantic City, NJ 08401

**OR**

Administrative Services Bureau  
140 E. Front Street  
Trenton, NJ 08620

*(Travel between offices required for work responsibilities)*

**NUMBER OF POSITIONS AVAILABLE:** One (1) – location preference required.

**DUTIES:** Under the direction of a Deputy Director, Division of Gaming Enforcement may coordinate/administer a major work program in any of the following areas: Administration and Program Operation, Policy and Planning, Finance and Administration, Interagency coordination, Communications and Public Affairs, Capital Policy and Programing; recommends formulation and revisions of policy, regulations, methodologies, procedures, and strategies to achieve organizational goals; performs related managerial workload assignments as required; does other related duties as required. Please see the Civil Service Commission (CSC) job specification for additional information: [info.csc.state.nj.us/jobspec/65259.htm](http://info.csc.state.nj.us/jobspec/65259.htm).

### **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.

Nine (9) years of professional experience in program management, two (2) years of which shall have been in a supervisory capacity.

**OR**

Possession of a bachelor's degree from an accredited college or university; and five (5) years of the above-mentioned professional experience, two (2) years of which shall have been in a supervisory capacity.

**OR**

Possession of a master's degree in various fields of study relevant to human resources, administration, management, business and commerce, public affairs, accounting and finance, data processing/computer sciences, or related fields denoting program management and concepts; and four (4) years of the above-mentioned professional experience, two (2) years of which shall have been in a supervisory capacity.

**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 judgement and make accurate and informed decisions.

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey only.

**SAME APPLICANTS:** If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated below. For more information on the SAME Program email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

**RESUME NOTE:** Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

**HOW TO APPLY:** If qualified, a cover letter indicating interest in job vacancy announcement #24-126 with location preference, a copy of your final unofficial transcripts, and current resume must be received before 5:00 PM on the closing date of **April 15, 2024**. Please submit resume, transcripts and cover letter via email to the Recruitment Coordinator at [jobs@njdge.org](mailto:jobs@njdge.org).

**RESUMES RECEIVED AFTER 5:00 PM ON THE CLOSING DATE WILL NOT BE CONSIDERED.**

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

