



State of New Jersey

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Governor

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DEPARTMENT OF LAW AND PUBLIC SAFETY
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November 2, 2018
NOTICE OF JOB VACANCY
#18-304

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

TITLE: Manager 2 Department of Law and Public Safety
(Licensing Bureau Chief)

SALARY: \$71,878.65 to \$100,638.17

LOCATION: Division of Alcoholic Beverage Control
140 East Front Street, 5th Floor
Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of the Director, Division of Alcoholic Beverage Control, oversees the operations of the Licensing Bureau and its staff members; provides guidelines to all sections within the Bureau; ensures that operations of the Licensing Bureau are consistent with the Division's policies and practices; as required by the Director, plans staffing levels, equipment needs and justifies budget requests for the Licensing Bureau; develops and implements training for staff development on licensing processes and policies; participates in trainings and meetings with segments of the Alcoholic Beverage industry; reviews state-issued license applications and generates the issuance of licenses; supervises staff, approves time off, and evaluates performance; coordinates with the Director, Bureau Chiefs and division personnel on complex licensing, permit, and brand related matters; assists the Director in the development of funding requests and staffing levels for the Licensing Bureau; develops and implements the sharing of instructional information with the regulated industry; participates and contributes to trainings offered in the industry; responds to Department requests and requests for information from the Director; performs other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE: Five (5) years of experience in program management, two (2) years of which shall have been in a supervisory capacity.

NOTE: 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 may be substituted for one (1) year of indicated non-managerial/supervisory experience.

NOTE: Applicants who do not meet the above educational requirements may substitute additional experience as indicated below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

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.

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 will result in your ineligibility

If interested, please send a cover letter indicating job vacancy #18-304, current resume, and college transcripts, which must be postmarked before the closing date of November 16, 2018 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Office of the Attorney General
P.O. Box 081
Trenton, NJ 08625-0085

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.

