



State of New Jersey

PHILIP D. MURPHY
Governor

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

GURBIR S. GREWAL
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

July 21, 2020 NOTICE OF JOB VACANCY #20-148

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

TITLE: Manager 2, Department of Law and Public Safety

SALARY: \$90,556.76 to \$129,427.04

LOCATION: Division of Alcoholic Beverage Control
Licensing Bureau
140 East Front Street, 5th Floor
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

Under direction of the Director, Division of Alcoholic Beverage Control, or other supervisory official, 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.

DUTIES: The Licensing Bureau Supervisor will serve in the Civil Service title of Manager 2, Law and Public Safety; the Civil Service definition of the position and associated duties can be found in the job specification on file with the Civil Service Commission at: <https://info.csc.state.nj.us/jobspec/61669.htm>

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 nonmanagerial/supervisory experience.

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

LICENSE: Appointees will be required to possess a driver's license valid in NJ only if the operation of a vehicle, rather than employee mobility, is required 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 may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy #20-148 and a copy of your current resume on or before the closing date of August 18, 2020 to:

Recruitment Coordinator:
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0081

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.

