



State of New Jersey

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

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

GURBIR S. GREWAL
Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

October 16, 2020 NOTICE OF JOB VACANCY #20-241

Opportunities currently exist in the Department of Law and Public Safety, Division of Administration, for State employees who meet the requirements specified below:

- TITLE:** Deputy Chief Administrative Officer
(Civil Service Title – Senior Executive Service)
- SALARY:** Salary commensurate with education and experience
- LOCATION:** Division of Administration
Richard J. Hughes Justice Complex
25 Market Street, 3rd Floor, Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under the direction of the Chief Administrative Officer in the Department of Law and Public Safety, Division of Administration, assists in the development and implementation of policies designated to facilitate the application of all operational and administrative processes within the Department. Assists in managing all areas of administration including, but not limited to, budget, fiscal, grants, human resources, information technology, facilities, ethics and the Office of General Counsel. Institutes programs, systems, and procedures deemed vital to efficient Departmental operations. Assists in developing short and long term plans to ensure attainment of established goals and to provide appropriate levels of management with guidance/support on a variety of administrative and operational matters. Performs other related duties.

REQUIREMENTS

EDUCATION: A Bachelor's degree from an accredited college or university is expected. An advanced degree in management, administration, or other areas related to the particular position would be helpful.

EXPERIENCE: Five (5) years of supervisory/managerial experience and a variety of management experiences and organizational responsibilities would be helpful.

Successful completion of the Certified Public Managers (CPM) Program will be a factor in selection. Participating in any portion of the CPM program or related programs would be helpful.

Evidence of major professional accomplishments is required, as is demonstrated ability in communication and leadership skills.

Demonstrated managerial skills, including such factors as inter-personal skills, decision-making, problem analysis and creative thinking, administrative judgment, delegation, managerial, or financial control, interdepartmental cooperation/liaison, development of subordinates and organizational awareness are required.

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 qualified, please send a cover letter indicating interest in job vacancy announcement #20-241 and a current resume on or before the closing date of October 30, 2020 to:

Recruitment Coordinator
LPS.HumanResources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
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.

