



NEW JERSEY DEPARTMENT OF AGRICULTURE

P.O. Box 330, Trenton, New Jersey 08625
www.state.nj.us/agriculture

POSITION TITLE: Program Specialist Trainee (Farm to School Program)

ISSUE DATE: May 17, 2019

CLOSING DATE: May 31, 2019

STARTING SALARY: \$42,895.85

SIX MONTH INCREASE: \$44,835.21

ANNOUNCEMENT NUMBER: 17-19

LOCATION: Trenton, New Jersey, Division of Food and Nutrition
(Periodic statewide field work travel is required)

POSITION DESCRIPTION

Under the close supervision and direction of the Division Director, Division of Food and Nutrition, New Jersey Department of Agriculture, as a trainee and productive worker, receives on the job training in the delivery and implementation of the New Jersey Farm to School Program; assists with the administration of all aspects of New Jersey's Jersey Fresh Farm to School, Preschool and Summer Programs; will learn the requirements for managing the Farm to School Recognition Program, including receipt of applications, monitoring and evaluation of participant's activities and events; coordinate with farmers and distributors to facilitate availability of Jersey Fresh produce to schools within New Jersey; recruit and develop relationships with local farmers; work with school district staff and applicable program sponsors on the effective implementation of Farm to School, Preschool and Summer Programs.; work directly with the Division Director, Fiscal Coordinator, and Grant Manager on program expenditures, donations, and grants; participate in strategic planning to expand program with USDA partners; contributes to the creation of program related educational materials; assist with trainings and demonstrations; assists with event planning; attend conferences and meetings related to New Jersey and USDA Farm to School activities; does other related duties as required.

REQUIREMENTS

EDUCATION: Bachelor's Degree from an accredited college or university.

NOTE: All college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must already be evaluated for accreditation by the closing date of posting. Transcripts (if required) must be submitted with resume. Failure to comply with these requirements may result in ineligibility.

NOTE: Applicants with proficiency in Microsoft Office applications preferred. Candidates must possess the ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or other related units.

NOTE: Candidates must possess the ability to prepare clear, sound, accurate and informative reports, containing findings, conclusions and recommendations; Preference will be given to candidates with excellent written and verbal communication skills.

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.

TRAINEE ADVANCEMENT:

Upon the successful completion of a twelve (12) month training period will be eligible for advancement to Program Specialist 1 in accordance with New Jersey Civil Service Commission procedures. The inability of an employee in the apprentice title to attain a level of performance warranting advancement to Program Specialist 1 shall be considered as cause for separation.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.02

**** AUTHORIZATION TO WORK:** Selected candidate must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

APPLICANT INFORMATION

Applicants should submit a cover letter with announcement number, resume, and college transcripts by the closing date to: Heather Knox, Personnel Assistant 2, New Jersey Department of Agriculture, Office of Human Resources, P.O. Box 330, Trenton, NJ 08625 or to njdajobs@ag.state.nj.us.

POSTING AUTHORIZED BY:

Linda A. Krajain
Manager, Human Resources