



NEW JERSEY DEPARTMENT OF AGRICULTURE  
200 RIVERVIEW PLAZA  
P.O. BOX 330  
TRENTON, NJ 08625-0862



**NOTICE OF JOB VACANCY**

<b>TITLE:</b> Chief of Staff (Unclassified)	<b>ANNOUNCEMENT #:</b> 24-24	<b>ISSUE DATE:</b> 3/18/2024 <b>CLOSING DATE:</b> 4/8/2024
<b>SALARY RANGE:</b> Commensurate with Experience		<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC
<b>LOCATION:</b> Office of the Secretary, 200 Riverview Plaza, Trenton, NJ 08625		
<b>JOB DESCRIPTION</b>		
<p>Under the direction of the Secretary of Agriculture, this position will assist the Secretary of Agriculture in exercising executive control and direction over management of all divisions within the Department; acts in the role of Division Director for the Office of the Secretary, providing leadership, executive decision-making, management oversight and professional assistance to Department Head, Division Directors, and staff; oversees the roles of Legal Specialist, Ethics, OPRA Custodian, Policy, Communications, Human Resources, Fiscal and Information Technology; develops, recommends and implements, with the approval of Secretary of Agriculture, solutions to problems related to both internal operations and policies and external liaison with other agencies; liaison to Office of the Governor and State Board of Agriculture on issues including personnel and various agricultural issues; manages Division Director meetings and attends monthly State Board of Agriculture meetings as well as internal and external meetings on department issues, develops action items for each and ensures completion of necessary actions; manages daily operations of Office of the Secretary staff, oversees scheduling to maximize efforts and priorities; conducts performance evaluations and maintains timekeeping; prepares correspondence in the course of official duties, directs the maintenance of essential and confidential records, reports and files; performs special functions and/or directs special projects at the request of Secretary of Agriculture; does other related duties as required.</p>		
<b>REQUIREMENTS</b>		
<p><b>EDUCATION:</b> Graduation from an accredited college with a bachelor’s degree.</p> <p><b>EXPERIENCE:</b> Six (6) years of managerial experience in public administration.</p> <p><b>NOTE:</b> A Master's degree in Public or Business Administration or related field may be substituted for one (1) year of experience.</p> <p><b>NOTE:</b> Preference will be given to candidates with experience in the agriculture industry and/or government agencies.</p> <p><b>FOREIGN DEGREES:</b> Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. This evaluation must be included with your submission and failure to submit the required evaluation may result in an ineligibility determination.</p> <p><b>LICENSE:</b> Appointees 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.</p> <p><b>AUTHORIZATION TO WORK:</b> Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services regulations.</p> <p><b>NOTE:</b> The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.</p>		
<b>IMPORTANT NOTICE</b>		
<p>Effective September 1, 2011, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.</p>		
<b>ELECTRONIC FILING INSTRUCTIONS</b>		
<p>Interested candidates must email a cover letter, including the announcement number, resume and transcripts by the closing date of this Notice of Job Vacancy to <a href="mailto:njdajobs@ag.nj.gov">njdajobs@ag.nj.gov</a>.</p>		
<b>SAME PROGRAM INFORMATION</b>		
<p>The SAME program allows candidates, who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program and the Fast Track Hiring program, please visit <a href="https://nj.gov/csc/same/overview/index.shtml">https://nj.gov/csc/same/overview/index.shtml</a>, <a href="mailto:CSC-Same@csc.nj.gov">CSC-Same@csc.nj.gov</a>, or call (609) 292-4144, option 3.</p> <p><b>NJ SAME Program</b> applicants must email a cover letter, including the announcement number, resume, transcripts, and a signed and approved copy of SAME Program eligibility documentation (Schedule A Letter or Schedule B Letter), by the closing date of this Notice of Job Vacancy to <a href="mailto:njdajobs@ag.nj.gov">njdajobs@ag.nj.gov</a>.</p>		