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

NOTICE OF JOB VACANCY

TITLE: Program Specialist Trainee	**ANNOUNCEMENT #: 37-26**	**ISSUE DATE: 10/27/2026** **CLOSING DATE: 11/11/2026**
STARTING SALARY: $53,281.62 **6 MONTH SALARY INCREASE:** $55,690.52		**[ ]** DEPARTMENT WIDE **[ ]** STATEWIDE **[X]** GENERAL PUBLIC
LOCATION: Division of Food and Nutrition, Trenton, NJ		

JOB DESCRIPTION

Under the close supervision and direction of a supervisory official in the Division of Food and Nutrition, New Jersey Department of Agriculture, will learn to assist and support the USDA Foods section of the Division in their goal to maximize the acceptance and distribution of USDA Foods and DoD Fresh Produce, while minimizing losses. This will be done by learning to track and monitor monthly and annual inventory levels at the NJDA's two state-contracted warehouses; understanding and utilizing various commodity tracking and inventory systems to assist in distribution of foods for the Child Nutrition Programs and the Emergency Food Assistance Programs; using this information to generate various monthly reports and verify accuracy of monthly billings and invoices; and updating the Division's inventory management system with inventory shipment reports collected from USDA resources. Will also learn to prepare forecasting data regarding the distribution of food to New Jersey school districts and work closely and collaboratively with individuals both within and outside the State Agency.

Additionally, under direct supervision, will learn to use available data to create clear, accurate, and visually appealing reports for distribution throughout the organization; present this information in a professional manner during conferences, webinars, or through written communications; assist with organizing and supporting training events, primarily webinars, including preparing and distributing training materials and developing surveys to solicit participant feedback.

Will also learn to interpret and ensure compliance with State and Federal rules and regulations; may perform periodic on-site inventory audits; and may provide technical assistance and in-person trainings to School Food Authorities (SFAs). Performs other related duties as required.

REQUIREMENTS

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Four (4) years of professional experience relevant to the position.

-OR-

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

FOREIGN DEGREES: 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.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

ADVANCEMENT: Appointees who successfully complete the 12-month training period will be eligible for advancement to the title of Program Specialist 1. The inability of an employee in this title to attain a level of performance warranting advancement to one of the titles listed above shall be considered as cause for separation.

LICENSE: 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.

AUTHORIZATION TO WORK: 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.

NOTE: The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

IMPORTANT NOTICE

Effective September 1, 2011, NJ PL 70 (NJ First Act), requires all State employees must 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 seven 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.

ELECTRONIC FILING INSTRUCTIONS
Interested applicants must email a cover letter, including the announcement number, resume, and transcripts by the closing date of this Notice of Job Vacancy to **njdajobs@ag.nj.gov**.
SAME PROGRAM INFORMATION
SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted to njdajobs@ag.nj.gov along with your resume, cover letter, announcement number, and transcript (if position has a degree requirement) by the closing date indicated above. For more information on the SAME Program visit their website at: https://nj.gov/csc/same/overview/index.shtml, email: CSC-SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.
BENEFITS*   ***Pursuant to the State/Department's policy, procedures and/or guidelines**
Statewide benefits include: Deferred Compensation Health and Life Insurance Flexible and Health Savings Accounts (FSA) (HSA) Alternate Work Week available for some positions Paid Time Off State Holidays Up to $250 in rewards for Wellness Program Telework available for some positions

The New Jersey Department of Agriculture is an Equal Employment Opportunity Employer