



CHIEF OF STAFF NEW JERSEY OFFICE OF THE STATE COMPTROLLER

Description:

The New Jersey Office of the State Comptroller (OSC) is an independent office created to bring greater efficiency and transparency to the operation of all levels of New Jersey government. The Office of the State Comptroller seeks a Chief of Staff to assist in managing all aspects of the Office's work, including liaising with other government agencies. The Chief of Staff will also be responsible for human resources management and fiscal and budgetary issues.

Responsibilities:

- Assists the Comptroller in managing, directing and overseeing all aspects of the OSC, including its Divisions (Investigations, Audit, Medicaid Fraud, and Procurement) to ensure it is able to carry out its functions and objectives.
- Assists the State Comptroller in ensuring the proper coordination of the activities and priorities of the major functional areas of the organization.
- Develops, oversees, and manages the OSC budget in coordination with the Comptroller.
- Develops, recommends, and implements, with the Comptroller's approval, solutions to problems related to internal operations and policies.
- Performs special functions or directs special projects at the request of the Comptroller.
- Assists the Comptroller in exercising executive control and direction over the management of fiscal issues, human resources, procurement of goods and services, and administrative support services.
- Coordinates hiring and oversees matters relating to staffing, personnel, budgeting, and development of policies and procedures.
- In coordination with the Comptroller, implements operational and technical enhancements to improve OSC's efficiency and effectiveness.
- Represents the Comptroller at meetings, conferences, or other official gatherings as directed.
- Establishes and maintains cooperative working relationships with other public and private agencies whose operations impact upon OSC and its Divisions.
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Requirements:

- Graduation from an accredited college or university with a Bachelor's Degree.
- Six (6) years of managerial experience.
 - NOTE: A Master's degree in Public or Business Administration or related field or a Law degree may be substituted for one (1) year of experience.

The ideal candidate shall have the following skills and experience:

- Excellent written and verbal communication skills.
- Knowledge of methods of human resource planning.
- Knowledge of employee performance evaluation procedures.
- Ability to identify and resolve problems in the administration or coordination of programs, plans, or projects.

Interested candidates should submit a cover letter, resume, writing sample and three references to:

Paola Belardo
Office of the State Comptroller
P.O. Box 024
Trenton, NJ 08625
Email: careers@osc.nj.gov

NOTE: Residency Requirements - Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

New Jersey is an Equal Opportunity Employer