Title: Program Specialist 2  (Unclassified)

Posting Number: WLM-2022-57

Open to: General Public

Workweek: NE (35-hour) Workweek

Salary: (P21) $56,893.23 — $80,546.58

Opening Date: 6/27/2022

Closing Date: 7/12/2022

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection
Watershed & Land Management
Office of Climate Resilience Planning/Blue Acres
44 South Clinton Avenue, 3rd Floor
Trenton, NJ 08625

Scope of Eligibility: Open to applicants who meet the requirements below.

Description: Under the limited supervision of a Program Specialist 3 or 4, or other supervisory official in a state department, institution or agency, or in a local jurisdiction, takes the lead over professional and/or technical staff engaged in program activities; performs professional, administrative and analytical work to promote the planning, operation, implementation, monitoring, and evaluation of various programs and services administered by the Department of assignment; conducts the research and field work necessary to meet the needs of the appropriate state and/or local public or private agencies; does other related work.

Specific to the Position: Appointee will be in charge of buyout planning and grant-making by gathering, organizing, reviewing, and evaluating data and materials; development and implementation of outreach campaigns geared towards local governments, homeowners, and members of a community engaged in buyouts; development and implementation of Blue Acres communication and education materials and outreach activities for the public and engaged stakeholders; coordination with existing and proposed planning projects.

Preferred Skill Set: Experience with GIS and population demographic data including housing and social equity; strong writing and communication skills and the ability to understand, analyze, and communicate complex topics; experience working with local, state, or federal agencies, and non-governmental organizations; experience with outreach, education, and engagement, particularly with local governments and diverse stakeholders.

Requirements

Education: Graduation from an accredited college or university with a Bachelor's degree.
NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

**Experience:** Two (2) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of experience.

**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.

**Residency:** All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

**Authorization to Work:** Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

**Note:** Interviews will be granted based on the cover letter, resume and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview.

Per Executive Order 253, all State employees are required to be fully vaccinated against COVID-19 or undergo weekly testing. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this NOV.

**Veteran's Preference:** To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit https://nj.gov/military/veterans/services/civil-service/preference/

**Submit Letter of Interest, Resume and e-mail address by 4:00 PM on the Closing Date to:**

- Sam Baldeo
- Watershed & Land Management
- E-mail Address: LUM.Resumes@dep.nj.gov
- Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

**Posting Authorized By:**

- Phiroza Stoneback, Manager
- Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.