



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 340
TRENTON, NJ 08625-0340

PHILIP D. MURPHY
Governor
Commander-in-Chief

SHEILA OLIVER
Lieutenant Governor

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JEMAL J. BEALE
Brigadier General
The Adjutant General

**STATE EMPLOYEE
VACANCY ANNOUNCEMENT NO. V33-20**

OPENING DATE: July 9, 2020 **CLOSING DATE:** August 10, 2020
(To be considered, applications must be received or post-marked by the closing date).

POSITION: Superintendent State Cemetery

SALARY: (S27) \$71,858.95 - \$102,317.02

DUTY STATION: NJ Department of Military and Veterans Affairs
BG William C. Doyle Veterans Memorial Cemetery
350 Province Line Road
Wrightstown, NJ 08562

AREA OF CONSIDERATION: Applications will be accepted from all interested applicants who meet the requirements listed below. Selection will be made from among the best qualified.

NOTE: Provisional Appointment Pending Open Competitive or Promotional Examination

DESCRIPTION OF POSITION: Under direction of a supervisory official, in the Department of Military and Veterans Affairs, supervises the daily administrative and operational activities of a Veterans' Cemetery to include staff assignment, review, and evaluation; does related work as required.

SPECIFIC TO THE POSITION: The Superintendent State Cemetery will supervise, manage and coordinate the day to day activities of the BGWC Doyle Veterans Memorial Cemetery. This includes all aspects of administration/personnel, cemetery operations, facility management, grounds management, equipment maintenance, supply/inventory management, resource management, strategic planning, policy and procedures development, special projects and other duties as assigned. The Superintendent ensures that the Department's Mission to Perform Cemetery Functions in a dignified and professional manner while making sure to adhere to all training requirements in order to enhance performance while abiding by military protocol. We will perform all administrative duties in a timely and professional manner, follow all safety procedures and abide by all internal controls and procedures.

QUALIFICATIONS:

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

EXPERIENCE: Three (3) years of professional experience in the operation of a cemetery, or in facilities management including the maintenance of buildings and grounds. At least one (1) year of this experience should have been in a supervisory capacity.

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

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.

RESIDENCY LAW: Pursuant to the “New Jersey First Act” N.J.S.A. 52:14-7 (L. 2011, Chapter 70), newly hired public employees are required to reside in the State of New Jersey, unless exempted under the law. If you do not reside in New Jersey, you have one (1) year after you begin employment to relocate your residence to New Jersey.

HOW TO APPLY:

SUBMIT APPLICATION FOR EMPLOYMENT, COVER LETTER, RESUME, AND E-MAIL ADDRESS BY 4:00PM ON THE CLOSING DATE TO:

Mail: ATTN: HRD-PMRS, PO Box 340, Trenton, NJ 08625-0340

E-Mail: CareersCentral@dmava.nj.gov

Fax Number: (609)530-7192

Forms may be obtained from our web site at: <https://www.nj.gov/military/personnel/forms/employment-application.pdf>, the Human Resources Division, or call (609) 530-7038.

The New Jersey Department of Military and Veterans Affairs is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.