



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

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SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Acting Administrator

April 1, 2020

NOTICE OF JOB VACANCY

#20-123

An opportunity currently exists with the Department of Law and Public Safety, Division of Administration, for applicants who meet the requirements indicated below:

TITLE: Senior Executive Service
(Director, Grant Operations)

SALARY: \$128,000.00

LOCATION: Department of Law and Public Safety
Division of Administration
Richard J. Hughes Justice Complex
25 Market Street, 3rd Floor
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

The Department of Law and Public Safety (LPS), Division of Administration (DOA) is looking for a Director for Grant Operations to lead a Grants unit that administers approximately \$270 million dollars in federal and state grant programs. LPS is the State Administering Agency (SAA) for the federal government's Justice Assistance Grant (JAG) program, which provides millions of dollars of support to state, county, and local law enforcement agencies. LPS is also the SAA for various victims' assistance programs, including Victims of Crime Act (VOCA) and STOP Violence Against Women Act (VAWA). In addition, LPS also seeks out competitive federal grant opportunities, which have successfully funded conviction-review programs, anti-drug task forces, and efforts to combat the opioid epidemic.

The Director of Grant Operations will be responsible for administering existing grant programs, seeking new funding to bolster LPS's programs, policies, and initiatives, and ensuring compliance with grant requirements and conditions. The Director will execute policy decisions on pursuing funding opportunities identified by executive leadership within LPS, and work with LPS's 16 divisions, offices, and commissions to identify funding sources to support their needs.

The Director is responsible for establishing a vision for the functioning of the Grants unit and instituting processes, management, and operations to implement that vision. The Director will also map out a strategic plan for applying for, managing, and distributing grant funds to LPS's various subrecipients, and interacting with stakeholder communities that rely on such funding. The Director reports to the Chief Administrative Officer and works with the leadership of LPS's other divisions, including the New Jersey State Police, Juvenile Justice Commission, and Division of Criminal Justice.

DUTIES: The Director of Grant Operations in the Division of Administration will serve in the Civil Service title of Senior Executive Service; the Civil Service definition of the position and associated duties can be found in the job specification on file with the Civil Service Commission at: <https://info.csc.state.nj.us/jobspec/90752.htm>.

REQUIREMENTS

EDUCATION: A Bachelor's degree from an accredited college or university is expected. An advanced degree in management, administration, or other areas related to the particular position would be helpful.

EXPERIENCE: Five (5) years of supervisory/managerial experience and a variety of management experiences and organizational responsibilities would be helpful.

Successful completion of the Certified Public Managers (CPM) Program will be a factor in selection. Participating in any portion of the CPM program or related programs would be helpful.

Evidence of major professional accomplishments is required, as is demonstrated ability in communication and leadership skills.

Demonstrated managerial skills, including such factors as inter-personal skills, decision-making, problem analysis and creative thinking, administrative judgment, delegation, managerial, or financial control, interdepartmental cooperation/liaison, development of subordinates and organizational awareness are required.

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.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy #20-123 and a current resume on or before the closing date of April 15, 2020 to:

Recruitment Coordinator:
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment.

The Department of Law and Public Safety 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.

