



State of New Jersey

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

PHILIP D. MURPHY
Governor

SHEILA Y. OLIVER
Lt. Governor

GURBIR S. GREWAL
Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

April 28 2021
NOTICE OF JOB VACANCY
#21-157

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Division of Highway Traffic Safety, for applicants who meet the requirements specified below:

- TITLE: Government Representative 2
SALARY: \$72,500.00
LOCATION: Division of Highway Traffic Safety
140 E. Front Street
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of a supervisory official in the Department of Law and Public Safety, Division of Highway Traffic Safety, provides management support by developing and forming strategies, plans, policies and programmatic efforts aimed at improving work operations concerning the agencies statewide traffic safety initiatives; makes recommendations and assists with policy formulation as a trusted advisor to executives concerning traffic safety campaigns and in consultation with the Office of the Attorney General's Communication's office; evaluates the effectiveness of new strategies, plans, policies and programs by conducting surveys, receiving feedback, and leading focus groups; coordinates bid proposals and subsequent contracts/grants for the Division's public awareness campaigns; manages the Director's public speaking engagements; develops plans and strategies to implement new programs and initiatives, as well as lead or serve on special project committees; performs related activities that promote new programs and initiatives impacting the Division; coordinates daily work assignments of team members and provides staff leadership as needed to ensure that staff are prepared for assignments and that assignments are completed in a timely fashion; performs other related work as required.

REQUIREMENTS

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

EXPERIENCE: Two (2) years of experience in the planning and/or administration of highway safety or related programs.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

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.

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 announcement #21-157 and a current resume on or before the closing date of May 12, 2021 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

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

"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.

