



State of New Jersey

PHILIP D. MURPHY
Governor

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

GURBIR S. GREWAL
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

April 23, 2021

NOTICE OF JOB VACANCY #21-158

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

TITLE: Executive Assistant 1
(Licensing Manager)

SALARY: \$57,210.09 to \$81,068.91

LOCATION: Division of Alcoholic Beverage Control
Licensing Bureau
140 E. Front Street
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Bureau Chief, Division of Alcoholic Beverage Control, assists with the daily operation of the Permit/Brand Unit; ensures that operations of the Unit are consistent with the Division's policies and procedures, as required by the Director; assists in the development and training for staff development on permit/brand processes and policies; oversees operation and staff management of annual renewals; creates curriculum and power point presentations and provides training to municipal clerks, police chiefs, alcoholic beverage attorneys and licensees; responds to Department requests for permit/brand related information and requests for information from the Director; supervises and evaluates staff performance; prepares and provides monthly statistics; prepares correspondence in the course of official duties; provides assistance to Division legal staff on the creation of permit and/or brand regulations; provides feedback to the POSSE team on the ABC Online Licensing System and reviews complex applications. May participate in and contribute to special projects and assisting other Units within the Licensing Bureau. Performs other related duties as required.

REQUIREMENTS

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

EXPERIENCE: Two (2) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting, or in assisting an executive with program development and implementation.

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

NOTE: A Master's degree in Public Administration, Business Administration, Management, or other closely related field may be substituted for 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 required to perform the essential duties of the position.

PREFERENCE: Preference will be given to candidates with management experience.

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

If qualified, please send a cover letter indicating interest in job vacancy announcement #21-158 and a current resume on or before the closing date of May 23, 2021 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Division of Administration
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.

