



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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ANDREW J. BRUCK
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

July 20, 2021
NOTICE OF JOB VACANCY
#21-274

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Juvenile Justice Commission, for applicants who meet the requirements specified below:

TITLE: Deputy Executive Director
SALARY: \$129,000.00 to \$143,000.00
LOCATION: Juvenile Justice Commission
Office of the Executive Director
1001 Spruce Street, Suite 202
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

The Juvenile Justice Commission (JJC) is seeking a reform-minded individual, who, under the direction of the Executive Director, will serve as the advisor to the Executive Director on all operational matters; requires management and substantial leadership experience, including responsibility for running secure, residential, or other supervised programs for youth, supervising large numbers of staff, and implementing substantial policy and practice changes designed to improve outcomes for young people.

DUTIES: Under the direction of the acting Executive Director, Juvenile Justice Commission, the Deputy Executive Director of Operations (DED of Operations) responsibilities will include, but are not limited to, designing and directing new programs and initiatives in line with the Commission's vision and mission; supervising a large scale workforce, responsible for diverse aspects of agency operations, including secure care, parole, gang management, transitional services, and classification, among other areas; advising the Executive Director on matters affecting the Commission, including budgetary, personnel, and programming needs; and using data to develop programs, policies, and regulations and to monitor and evaluate their impact; manages all secure facilities, Juvenile Parole & Transitional Services, Classification and Intake, Gang Management, and the Training Academy. In addition, all JJC law enforcement functions fall under the supervision and direction of the DED of Operations; performs other related duties as required.

REQUIREMENTS:

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

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.

EXPERIENCE: Six (6) years of managerial experience in public administration.

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 essential duties of the position.

SPECIAL NOTE: Under provisions of N.J.S.A. 52:13D-21(n), the selected appointee is required to produce a Financial Disclosure Statement (FDS) no later than May 15th of each year.

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 #21-274 and a current resume on or before the closing date of August 3, 2021 to:

Recruitment Officer
jjcrecruitment@jjc.nj.gov

-OR-

Juvenile Justice Commission
Office of Human Resources
Recruitment Officer
P.O. Box 107, Trenton, NJ 08625-0107

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

