



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

MATTHEW J. PLATKIN
Acting Attorney General

WILLIAM H. CRANFORD
Chief Administrative Officer

September 23, 2022 NOTICE OF JOB VACANCY #22-480

Opportunities currently exist in the unclassified service with the Department of Law and Public Safety, Division of Alcoholic Beverage Control, for applicants who meet the requirements specified below:

TITLE: Deputy Director, Division of Alcoholic Beverage Control

SALARY: \$163,000.00

LOCATION: Division of Alcoholic Beverage Control
Director's Office
140 East Front Street
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under direction of the Director, the Deputy Directors will assist in organizing and administering the licensing, investigative, prosecutorial, and/or regulatory functions of the Division of Alcoholic Beverage Control (Division); will develop, recommend, and implement, with the Director's approval, solutions to problems related to Division organization, operations and policies; participate in strategic planning and setting short and long term goals for the Division; serve as the Director's representative at meetings and conferences with government agencies and industry stakeholders; as directed, assume control of the Division during the Director's absence; assist in developing standard operating procedures and monitoring staff compliance; maintain and enhance communication and workflows among the Bureaus; consult and collaborate with General Counsel on legal and policy issues and regulatory affairs; provide legal guidance and direction to staff regarding regulatory policies and trade practices; study and maintain awareness of industry trends that may impact Division policy or practices; monitor Division regulatory, licensing, enforcement and/or investigatory activities for compliance with best practices; review software applications used in Division operations and collaborate with OAGIT to recommend changes or enhancements that improve efficiency; review and analyze existing or proposed legislation that may impact Division operations and advise the Director; ensure Bureau statistics are recorded, maintained, analyzed and routinely reported to the Director; review and manage revenues and expenses and assist in preparation of annual budget reports; serve as the point of contact and collaborate with the Communications Office for public information requests; manage and maintain current content on Division website and coordinate outreach efforts to the public and industry stakeholders; performs other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with an L.L.B. or J.D. degree. Admission to practice law in the State of New Jersey, and in good standing.

EXPERIENCE: Five (5) years as an attorney with experience in the preparation and trial of litigated civil, criminal and administrative cases, and experience involving responsibility for management and of programs in a large organization or government agency.

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 will result in your ineligibility.

All offers of employment are conditional, subject to the applicant agreeing to, and then passing, a background check that may include fingerprinting.

If qualified, please send a cover letter indicating interest in job vacancy announcement #22-480 and a current resume on or before the closing date of October 23, 2022 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.

