



State of New Jersey

PHILIP D. MURPHY
Governor

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

MATTHEW J. PLATKIN
Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

March 2, 2023 NOTICE OF JOB VACANCY #23-104

An opportunity currently exists in the Senior Executive Service with the Department of Law & Public Safety, Division of Administration, for current State employees with permanent service in a competitive title who meet the requirements specified below:

TITLE: Senior Executive Service
(Chief Administrative Officer)

SALARY: \$150,000.00 - \$165,000.00

LOCATION: Division of Administration
25 Market Street, Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: The Chief Administrative Officer (CAO) reports to the Attorney General through the Attorney General's Chief of Staff and is responsible for the day-to-day functioning of the Department of Law & Public Safety (LPS). The CAO serves as the head of LPS's Division of Administration, which consists of seven units—budget, fiscal, grants, human resources, information technology, facilities and citizens services—as well as a general counsel's office and an office for departmental ethics and compliance. The CAO is responsible for developing a strategic vision for the Division of Administration and managing a team who can implement that vision and to provide all appropriate levels of management with guidance/support on administrative and operational matters. The CAO also serves as a resource for the division directors in accomplishing their short-term and long-term goals for their divisions; does related work as required.

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.

PREFERENCE: Preference will be given to applicants that have significant experience in the annual Budget and Appropriations Act process, including, but not limited to, managing requested departmental growth through Treasury as well as implementation of the Appropriations Act and its implications for the Department.

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.

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 #23-104 and a current resume on or before the closing date of March 17, 2023, 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.



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