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State of New Jersey
DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Chief Administrative Officer

November 21, 2023
NOTICE OF JOB VACANCY
#23-725

This is a repost of vacancy announcement #23-672; previous applicants need not reapply.

An opportunity currently exists in the Senior Executive Service with the Department of Law and 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
(Deputy Chief Administrative Officer)

SALARY: \$150,000.00 to \$161,000.00

LOCATION: [Division of Administration](#)
Richard J. Hughes Justice Complex
25 Market Street, Trenton, NJ

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Chief Administrative Officer in the Department of Law and Public Safety, Division of Administration, assists in the development and implementation of policies designated to facilitate the application of all operational and administrative processes within the Department; assists in managing all areas of administration including, but not limited to, budget, fiscal, grants, human resources, information technology, facilities, ethics and the Office of General Counsel; institutes programs, systems, and procedures deemed vital to efficient Departmental operations; assists in developing short- and long-term plans to ensure attainment of established goals and to provide appropriate levels of management with guidance/support on a variety of administrative and operational matters; performs other related duties. Please see the Civil Service Commission job specification for additional information: <https://info.csc.state.nj.us/jobspec/90752.htm>.

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.

SPECIAL NOTE: Current Division of Administration (P860) employees serving in an unclassified appointment will also be considered, if interested. Applicants in unclassified appointments within another Division of the Department, another State agency or applicants from the general public cannot be considered.

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.

HOW TO APPLY: If qualified, please send a cover letter indicating interest in job vacancy announcement #23-725 and a current resume to the Recruitment Coordinator via email at Jobs@njoag.gov on or before the closing date of **December 5, 2023**.

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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