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Governor

TAHESHA L. WAY
Lt. Governor

State of New Jersey
DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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MATTHEW J. PLATKIN
Attorney General

ERIN ZIPPEL
Chief Administrative Officer

January 11, 2024
NOTICE OF JOB VACANCY
#23-778

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

TITLE: Manager 2, Department of Law and Public Safety

SALARY: \$96,099.57 to \$137,348.82

LOCATION: [Division of Gaming Enforcement](#)
Administrative Services Bureau
1300 Atlantic Avenue
Atlantic City, NJ 08401

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under direction of the Director of the Division of Gaming Enforcement, may coordinate/administer a major work program in any of the following areas: Administration and Program Operation, Policy and Planning, Finance and Administration, Interagency Coordination, Communications and Public Affairs, Capital Policy and Programming; recommends formulation and revisions of policy, regulations, methodologies, procedures, and strategies to achieve organizational goals; performs related managerial workload assignments as required; does other related duties as required. Please see the Civil Service Commission (CSC) job specification for additional information: info.state.nj.us/jobspec/65259.htm

REQUIREMENTS

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

EXPERIENCE: Five (5) years of experience in program management, two (2) years of which shall have been in a supervisory capacity.

NOTE: A Master's degree in various fields of study relevant to human resources, administration, management, business and commerce, public affairs, accounting and finance, data processing/computer sciences, or related fields denoting program management and concepts may be substituted for one (1) year of indicated nonmanagerial/supervisory experience.

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.

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 necessary to perform the essential duties of the position.

SAME APPLICANTS: If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated above. You must also apply on the CSC SAME site to be considered. For more information on the SAME Program visit the CSC website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

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, a cover letter indicating interest in job vacancy announcement #23-778, a copy of your final unofficial transcripts, and current resume must be received before 5:00 PM on the closing date of **January 25, 2024**. Please submit resume, transcripts and cover letter via email to the Recruitment Coordinator at jobs@njdge.org.

RESUMES RECEIVED AFTER 5:00 PM ON THE CLOSING DATE WILL NOT BE CONSIDERED.

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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