



New Jersey Board of Public Utilities

44 South Clinton Avenue
P.O. BOX 350
Trenton, NJ 08625



NOTICE OF VACANCY

****This position may be eligible for telework up to two days per week****

POSTING NO.: 38-2024

EXISTING VACANCIES: One (1)

TITLE: Executive Assistant 3

OPENING DATE: June 18, 2024

SALARY: \$86,546.27 – \$123,424.67

CLOSING DATE: July 2, 2024

WORKWEEK: 35 hours (NL)

DIVISION/LOCATION: Executive Office

At the New Jersey Board of Public Utilities (“Board” or “BPU”), you will be part of a highly effective and collaborative team working to ensure that safe, adequate, and proper utility services are provided to all members of the public who desire such services.

GENERAL DESCRIPTION: Under direction of the Executive Director and Deputy Executive Director, acts as staff and personal representative responsible for assisting in the execution of the agency function through the implementation of policy and the development, management, and control of plans, programs, and operations, by employing accepted modern techniques of management; does related work as required.

WORK RESPONSIBILITIES

- Assist with the development, review, and oversight of administrative policies and procedures for the agency.
- Assist in managing personnel matters, travel requests, training requests, and spending authorizations for the technical divisions; review requests to ensure that agency criteria have been met before submitting to the Executive Director for approval.
- Maintain the Executive Director’s calendar and ensure its accuracy with scheduled meetings and events; timely prioritize and adjust conflicts in scheduling.
- Review written and electronic correspondence; bring urgent matters to the Executive Director’s attention. Prepare and assign responses in a timely manner.
- Assist in managing various assignments and projects assigned to the technical divisions; work with Directors to ensure deadlines are met and follow-up as needed.
- Prepare assignments in a concise, professional, and accurate manner. Provide feedback to the Executive Director throughout the assignments and projects as assigned.

- Assists in the development and implementation of measures to ensure that directives of the Executive Director are properly carried out by the appropriate organizational unit; directs proper assignment and management of such measures.
- Acting for the Executive Director, interviews visitors concerned with division or agency projects, explains the position of the division, and advises the Executive Director on matters requiring personal attention.

REQUIREMENTS

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Eight (8) years of professional experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and/or budgeting or in assisting an executive with program development and implementation.

OR

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience.

OR

Possession of a master's degree in Public Administration, Business Administration, Management, or other closely related field; and three (3) years of the above-mentioned professional experience."

NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume and proof of degree submitted. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency.

OPEN TO THE FOLLOWING: Open to current State employees with permanent status in the competitive division, who meet the requirements and experience stated above.

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey.

WORK AUTHORIZATION: Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and

Immigration Services Regulations. The State of New Jersey does not provide sponsorships for citizenships or Visas to the United States.

HOW TO APPLY: Interested applicants should submit a letter of interest, resume, writing sample, a copy of the college transcript indicating the date the degree was conferred (required), the State of New Jersey Employment Application and the Personal Relationships Disclosure Form ([Click Here](#)). Please make sure to include the posting number in the subject line via email. All documents must be submitted by the closing date shown above to the following:

**NJ Board of Public Utilities
Office of Human Resources
44 South Clinton Avenue
P.O. BOX 350
Trenton, NJ 08625
humanresources@bpu.nj.gov**

Visit us at <https://nj.gov/bpu/>

The New Jersey Board of Public Utilities is an Equal Opportunity Employer.