New Jersey Department of Environmental Protection
Notice of Vacancy - Unclassified - Repost

Filling of this position is contingent upon further approval process

Title: Program Specialist 1
Posting Number: CIER-2023-23
Open to: General Public
Work Week: NE (35-hour) Work Week
Salary: (P18) $50,737.29 – $71,553.48
Opening Date: 8/24/2023
Closing Date: 9/7/2023
Existing Vacancies: One (1)

Program/Location
  Department of Environmental Protection
  Community Investment & Economic Revitalization
  Green Acres
  401 East State Street, 7th floor
  Trenton, NJ 08625

Scope of Eligibility: Open to applicants who meet the requirements below.

Description: Under the close supervision of a Program Specialist 3 or 4, or other supervisory official in a state department, institution or agency, assists in the professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of various programs and services administered by the Department of assignment; assists in conducting the research and field work necessary to meet the needs of the appropriate state and/or local public or private agencies; does other related work.

Specific to the Position: Administer the Green Acres Local and Nonprofit Assistance Program and, as needed, the State Land Acquisition Program. Professionally manage park development and land acquisition projects throughout the state. Provide guidance to local governments and nonprofits through the park development and acquisition processes, consistent with program rules, regulations and procedures. Process required forms and reports, review documentation, prepare project agreements, conduct site inspections and processes payment requests.

Requirements

Education: Graduation from an accredited college or university with a Bachelor’s degree.

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

Experience: One (1) year of experience in planning, monitoring, coordinating, implementing, modifying and/or
evaluating agency programs and services.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for the experience requirement indicated above.

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.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. Note: The State of New Jersey does not provide sponsorship for citizenship to the United States.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit [https://www.nj.gov/military/veterans/services/civil-service-preference/](https://www.nj.gov/military/veterans/services/civil-service-preference/)

Submit Letter of Interest, Resume, Unofficial Transcripts (if college degree is required), and the Personal Relationship Disclosure Statement by 4:00 p.m. on the closing date to:

Talent Acquisition Team
Division of Human Resources
E-mail Address: DEP-HR-CIERGA.Resumes@dep.nj.gov

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

Please tell us how you heard about this position

SAME applicants: If you are applying under the NJ SAME program, your supporting documents (Schedule A or B letter) must be submitted along with your resume by the closing date indicated above. For more information on the SAME program, please visit [https://nj.gov/csc/same/overview/index.shtml](https://nj.gov/csc/same/overview/index.shtml), email SAME@csc.nj.gov, or call CSC at (833) 691-0404.

Posting Authorized By:

Phiroza Stoneback, Manager
Division of Human Resources

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.