Title: Executive Assistant 2

Posting Number: COS-2022-11

Open to: NJ State Employees

Workweek: NL (35-hour) Workweek

Salary: (Y26) $72,836.90 — $103,620.41

Opening Date: 8/25/2022

Closing Date: 9/9/2022

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection
Office of the Chief of Staff
Emergency Management Program
Bureau of Communications & Response Services
1400 Negron Drive
Hamilton Square, NJ 08691

Scope of Eligibility: Open to permanent New Jersey State employees in a competitive title, who meet the requirements below.

Description: Under the direction of a Bureau Chief in a state department or the head of an agency, institution, or college, acts as staff and personal representative responsible for assisting in the execution of a bureau function or the less complex departmental, agency, or institutional functions through the implementation of policy and development, management, and control of plans, programs, and operations by employing accepted modern techniques of management; may assist a higher-level Executive Assistant in a large department or agency; does related work as required.

Specific to the Position: The appointee will support the Bureau of Communications & Response Services, providing analysis of existing programs and evaluating evolving needs. Responsibilities will include: tracking key metrics, financial information, and determining alternative approaches to achieve program needs. Will support the human resources needs of the program.

Preferred Skill Set: - Experience in project management involving IT hardware and software applications.
- Ability to plan, evaluate, and manage a budget and spending programs.
- Knowledge of the State of NJ procurements system and working with vendors.
- Experience in creating detailed reports with graphics.
- Familiarity with Business Objects reporting and NJEMS/PEGA.

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: Three (3) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting, or in assisting an executive with program development and implementation.

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

NOTE: A Master’s degree in Public Administration, Business Administration, Management, or other closely related field may be substituted for one (1) year of experience.

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.

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.

Note: Applicants may be required to provide a copy of their transcripts at time of interview. Selected candidate(s) shall not be serving a working test period at the time of the appointment.

Note: Applicants who previously filed for this posting need not reapply, since already submitted resumes will be taken into consideration for this position.

All State employees who are vaccinated for COVID-19 are required to provide proof of vaccination. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this NOV.

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://nj.gov/military/veterans/services/civil-service/preference/

Submit Letter of Interest, Resume and e-mail address by 4:00 PM on the Closing Date to:
Melissa Burk-Pocino
Office of the Chief of Staff
E-mail Address: EXECUTIVE.Resumes@dep.nj.gov
Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.
Please indicate how you heard about the position in the body of the email

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.