Title: Residence Manager

Posting Number: SPFHS-2023-25

Open to: General Public

Workweek: 40 (40-hour) Workweek

Salary: (X98) $85,000.00

Opening Date: August 24, 2023

Closing Date: September 8, 2023

Existing Vacancies: One (1)

Program/Location: Department of Environmental Protection

State Parks, Forests & Historic Sites
Parks and Forestry
Historic Residence
Princeton, NJ 08540

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

Description: Serves as the Residence Manager at a historical residence within the Department of Environmental Protection in the State of New Jersey. The Residence Manager is responsible for managerial and operational oversight to the vast responsibilities associated with the residence. Ensures the daily operations, facilities management and staff oversight are carried out with professionalism and diplomacy.

Specific to the Position: Responsibilities include but are not limited to the following:

- Responsible for the planning of and preparations for scheduled events at the residence, including formal catered dining events and official receptions, official meetings, and media events. Demonstrates expert knowledge of event planning and coordination.
- Supervises, guides, and directs event coordinators in the appropriate and authorized use of the facility. Oversees the scheduling and execution of guided tours at the facility.
- Provides oversight of the day-to-day janitorial and housekeeping responsibilities and facility maintenance and necessary repair work at the residence.
- Serves as liaison to community neighbors by maintaining open and transparent communication on events, maintenance or renovations that may be of interest.
- Performs other related duties including directing subordinate staff with assigned tasks as necessary.
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:** Two (2) years of experience that is directly related to the functions of the assigned position.

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

**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://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-SPFHS.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, 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.