



## State of New Jersey

DIVISION OF ADMINISTRATION  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
PO BOX 081  
TRENTON, NJ 08625-0081

PHILIP D. MURPHY  
*Governor*

SHEILA Y. OLIVER  
*Lt. Governor*

GURBIR S. GREWAL  
*Attorney General*

WILLIAM H. CRANFORD  
*Acting Administrator*

### July 13, 2020 NOTICE OF JOB VACANCY #20-163

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Juvenile Justice Commission, for applicants who meet the requirements specified below:

**TITLE:** Program Development Assistant  
**SALARY:** \$68,635.84 to \$97,643.83  
**LOCATIONS:** Juvenile Justice Commission  
JDAI System and Reform Unit  
1001 Spruce Street, Suite 200  
Ewing, NJ 08638

**NUMBER OF POSITIONS AVAILABLE:** One (1)

**DUTIES:** Under direction of an Program Specialist 4, Juvenile Justice Commission, is responsible for all programs conducted in the operating units of all divisions in a state department or school district; activities include program assistance, monitoring, evaluation, and resource implementation provided for Program Directors/Managers, Facilities Directors/Managers, or School Principals/Assistant Principals, and Superintendents/Assistant Superintendents of Schools; does other related duties as required.

#### **REQUIREMENTS**

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

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated below on a year- for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**NOTE:** A Teacher's Certificate is required if position exists within a school district or educational environment or setting.

**EXPERIENCE:** Three (3) years of experience in the development, implementation, or evaluation of programs and instructional proposals and program presentations, budgeting preparation, planning, and administrative initiatives is required.

**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.

**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.

***If qualified, please send a cover letter indicating interest in job vacancy #20 -163 and a current resume on or before the closing date of July 27, 2020 to:***

Recruitment Officer  
[jjcrecruitment@jjc.nj.gov](mailto:jjcrecruitment@jjc.nj.gov)

**-OR-** Juvenile Justice Commission  
Office of Human Resources- Recruitment Officer  
P.O. Box 107, Trenton, NJ 08625-0107

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.

