



## State of New Jersey

PHILIP D. MURPHY  
Governor

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

GURBIR S. GREWAL  
Attorney General

SHEILA Y. OLIVER  
Lt. Governor

WILLIAM H. CRANFORD  
Chief Administrative Officer

### September 23, 2020 NOTICE OF JOB VACANCY #20-225

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Division of Gaming Enforcement, for applicants who meet the requirements specified below:

**TITLE:** Manager 2, Department of Law and Public Safety  
(Acting Deputy Executive Director)

**SALARY:** \$71,878.65 to \$100,638.17

**LOCATION:** Division of Gaming Enforcement  
Executive Section  
1300 Atlantic Avenue  
Atlantic City, NJ 08401  
(Travel to Trenton required for work responsibilities)

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

**DUTIES:** Under direction of the Director, Division of Gaming Enforcement (DGE), acts in official capacity on the Director's Executive Senior Staff. Assists the Director in exercising control over all Administrative functions including, but not limited to, management of human resources, accounting, budgeting, auditing, procurement, facilities, communications and information systems and serves as the principal liaison with the Division of Administration in all relevant matters. Responsible for supervising the managers of the Administrative Bureau. Reviews the ongoing management activities, policies, and procedures within all major units of DGE and works closely with DGE managers to ensure DGE is running smoothly. Assists the Director in exercising executive control and direction over policy development and strategic planning. Represents the Director in an official capacity, when required, and acts as an external liaison to other State agencies and community stakeholders. Ensures compliance with Departmental and State guidelines, Circular Letters and Standard Operating Procedures. Reviews DGE operations and provides recommendations to for process improvements and system upgrades to reduce inefficiencies and waste. Prepares reports and memorandums on topics of finance, budget management, staffing and training needs, and current information technology needs. Acts as the corresponding liaison between the DGE and the Department of Law and Public Safety. May be assigned special projects, as required.

### **REQUIREMENTS**

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

**EXPERIENCE:** Five (5) years of experience in program management, two (2) years of which shall have been in a supervisory capacity.

**NOTE:** A Master's degree in various fields of study relevant to human resources, administration, management, business and commerce, public affairs, accounting and finance, data processing/computer sciences, or related fields denoting program management and concepts may be substituted for one (1) year of indicated nonmanagerial/supervisory experience.

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

**LICENSE:** Appointee will be required to possess a driver's license valid in New Jersey only.

**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 #20-225, college transcripts, and current resume before 5:00 PM on the closing date of October 2, 2020. Please submit your application package to:***

Recruitment Coordinator  
Division of Gaming Enforcement  
1300 Atlantic Avenue, Atlantic City, NJ 08401

**OR**

Email: [jobs@njdge.org](mailto:jobs@njdge.org)

**RESUMES RECEIVED AFTER 5:00 PM ON THE CLOSING DATE WILL NOT BE CONSIDERED.**

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.

