



NEW JERSEY DEPARTMENT OF STATE

NOTICE OF JOB VACANCY

POSTING: #STA-2024-009	OPEN TO: General Public
ISSUE DATE: March 5, 2024	CLOSING DATE: March 19, 2024
TITLE: Management Assistant Range P18/Title Code 56492	SALARY: \$52,513.10 - \$74,057.84
DIVISION: Volunteerism/ Foster Grandparent Program	Location: Trenton, NJ

DEFINITION: Under the direction of a manager in a state department, institution or agency, or within a local government jurisdiction, provides a wide range of administrative services in support of a manager(s) within the area of assignment; assists in the coordination of management/administrative activities of an assigned unit or work area; does other related duties.

POSITION DESCRIPTION:

Under the direction of the Project Director of the NJ Foster Grandparent Program; Foster Grandparent Program is administered by the NJ Department of State, Office of Volunteerism; hires and supports supervision of approximately 25 FGP volunteers who serve at numerous community sites (stations) within New Jersey. This position serves as the coordinator of FGP volunteers in assigned counties and works effectively with staff to achieve the program's goals and compliance measures. Responsibilities include:

- Perform volunteer management duties, including: recruitment and retention of prospective and current volunteers; conducts new hire intake process, completes required paperwork and ensures satisfactory background check has been conducted prior to placement, assigns volunteers to placement sites/stations, conducts orientation, and assures that appropriate volunteer assignment plans has been developed; ensures minimum 40 hours pre-service orientation is conducted with new hires and on-going training is conducted for all volunteers as set forth in the Federal guidelines; collects and reviews timesheets and prepares FGP payroll spreadsheets for monthly volunteer stipend checks and year end time balance payroll; update and maintain volunteer files, annually ensuring that volunteers provide documentation of income eligibility and driving credentials, emergency contact information, completion of volunteer performance evaluations, assignment plans, etc. Co-coordinate volunteer recognition and appreciation initiatives with fellow staff members.
- Conduct on-going site visits to observe volunteers and program operations to ensure program compliance with CNCS/NJ FGP requirements. Build and maintain working relationship with site/station directors and liaisons. Follow up on authorization of station MOUs, ensure compliance with the MOU, address and engage in resolution of program and volunteer concerns. Coordinate and assist with conducting annual training for station directors and liaisons.
- Ensure completion and assist with compiling information for various reports.
- Promotes the Foster Grandparent Program by engaging in outreach initiatives.

REQUIREMENTS

Five (5) years of professional experience performing complex administrative support work which must have included the interpretation, verification and/or application of department/agency rules, regulations, policies and procedures.

OR

Possession of a Bachelor's degree from an accredited college or university; and one (1) year of the above-mentioned professional experience.

NOTE: "Professional experience" refers to work that is analytical, evaluative, and interpretive; requires a range of basic knowledge of the profession's concepts and practices; and is performed with the authority to act and make accurate and informed decisions.

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 duties of the position.

IMPORTANT NOTICE

RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

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 visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

AUTHORIZATION TO WORK: Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations. The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

FILING INSTRUCTIONS

APPLICANT INFORMATION: Forward a cover letter, resume, unofficial transcripts and employment application electronically to: Employment.Recruiter@sos.nj.gov by 5:00pm on the closing date. You must include the Job Posting #, and Last Name in the subject line of your email. Employment Application can be found here <https://www.nj.gov/csc/about/publications/forms/pdf/DPF-663.pdf>. Failure to provide all application materials requested may result in your ineligibility.

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 its U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

The New Jersey Department of State is an Equal Opportunity Employer