



NEW JERSEY DEPARTMENT OF STATE

NOTICE OF JOB VACANCY

POSTING: #STA-2024-022	OPEN TO: General Public
ISSUE DATE: June 21, 2024	CLOSING DATE: July 19, 2024
TITLE: Education Program Specialist 3 Range P26/Title Code 70329D	SALARY: \$75,386.19– \$107,247.18
DIVISION: Council on the Arts	Location: Trenton, NJ

DEFINITION: Under supervision of a supervisory official in the New Jersey Council on the Arts, provides support services to arts and cultural organizations in planning, developing, coordinating, or assessing programs, or in the development and maintenance of policies and procedures; does related work as required.

Reporting to the Director of Operations and Technical Assistance, this role will function as part of the Operations team of the New Jersey State Council on the Arts (Arts Council) to help ensure overall agency efficiency, accountability, and effectiveness. This individual will perform complex administrative tasks, working closely with Arts Council internal teams to:

- Streamline back-end operations in all technical aspects of grants management
- Employ best practices in grants administration processes and technological improvements to remove barriers and maximize access for staff, applicants, and grantees
- Support systems for data collection, management, and use for agency evolution and field-wide communication
- Provide ongoing technical assistance for the public to access State and agency systems and opportunities
- Work with the agency and Department administration to understand and adhere to all required State procedures and protocols related to procurement, purchasing, grants administration, accounting practices, records management, and related

SKILLS AND KNOWLEDGE:

- High level of comfort and expertise with technology and complex management systems
- Experience with the State’s electronic grants administration system SAGE a plus
- Interest and experience collecting and analyzing data and information
- Excellent communication skills, both verbal and written (multi-lingual a plus)
- Highly organized with exemplary attention to detail and accountability
- Ability to work as part of a team and manage simultaneous priorities and deadlines
- Ability to work independently and contribute to the Operations unit and agency mission
- Comfort with high levels of administrative work including meeting state and federal compliance protocols
- Ability to work with diverse groups of people and openness to ongoing learning toward agency goals

ABOUT THE NEW JERSEY STATE COUNCIL ON THE ARTS: The New Jersey State Council on the Arts is a division of the NJ Department of State and a partner agency of the National Endowment for the Arts. Established in 1966 to support and foster public interest in the arts; enlarge public and private resources devoted to the arts; promote freedom of expression in the arts; and facilitate the inclusion of art in every public building in New Jersey, the Council is responsible for the distribution and management of state and federal dollars through critical grants and services. As the largest funder of the arts in the state, hundreds of nonprofit arts organizations, hundreds of thousands of artists and arts sector workers, millions of residents and visitors, and countless related industries rely on the Arts Council to strategically, transparently, and equitably invest public resources to help build a better New Jersey for people of all ages, and all walks of life, through the arts.

EXPERIENCE PREFERENCE: Experience involving contract/grant work, project management, data management, fiscal administration, and/or budget and management operations of a government or business entity; responsibility for some aspect of contract/grant administration is preferred.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS

EDUCATION: A Master's degree from an accredited college or university in Education, Arts, Humanities, or a related field.

EXPERIENCE: Three (3) years of professional experience in education, arts, arts education or related field.

NOTE: One (1) additional year of experience may be substituted for a Master's degree.

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