



PHILIP D. MURPHY
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Lt. Governor

State of New Jersey
DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
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ANDREW J. BRUCK
Acting Attorney General

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Chief Administrative Officer

September 1, 2021
NOTICE OF JOB VACANCY
#21-306

This is a repost of vacancy announcements #21-105 & #21-295; previous applicants need not reapply.

Opportunities currently exist in the classified service with the Department of Law & Public Safety, Division of Administration, for current State employees with permanent service in a competitive title who meet the requirements specified below:

TITLE: Manager 2, Fiscal Resources
(Deputy Director, Grant Operations)

SALARY: \$99,408.15 to \$142,266.87

LOCATION: Division of Administration
Grant Operations Section
Richard J. Hughes Justice Complex
3rd Floor, Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: Two (2)

DUTIES: Under general direction of the Director, Grant Operations, in the Department of Law and Public Safety (Department), will be responsible for overseeing the administration of Federal and State grant programs for the Department; will seek Federal grant opportunities aligned with the mission of the Department; oversees the proper distribution of formula and competitive funding to sub-grantees under the umbrella of victim services, law enforcement, opioid projects and related programs; supervises staff, evaluates performance, assigns work and is responsible for the hiring, firing and demoting of subordinate staff; performs other related duties as required.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree in Economics, Finance, Business Administration, Accounting, or Public Administration, with a minimum of (21) semester hour credits in finance, economics, and/or accounting courses. *An unofficial transcript is required to verify applicants meet this criteria.*

EXPERIENCE: Six (6) years of experience in work involving fiscal management. The experience should include work in public finance, auditing, budgeting, or accounting. Two (2) years of the required experience shall have been in a supervisory capacity.

A valid New Jersey certificate as a Certified Public Accountant or a registration as a Public Accountant issued by the New Jersey State Board of Public Accounts may be substituted for the Bachelor's degree.

A general Bachelor's degree supplemented by a minimum of twenty-one (21) semester hour credits in finance, economics, and/or accounting courses and two (2) years of work in public finance, auditing, budgeting, or accounting may be substituted for the specific degree requirements for all levels. *An unofficial transcript is required to verify applicants meet this criteria.*

LICENSE: Appointees 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.

PREFERENCE: The preferred candidate will have a demonstrable track record of guiding an agency with grant policy and program management. The preferred candidate should be fluent in grant terminology, adept at working in Federal grant systems, and possess strong analytic, leadership and management skills with a focus on timeline adherence.

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 announcement #21-306, copy of unofficial college transcripts (to verify the required 21 credits) and a current resume on or before the closing date of September 15, 2021 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Division of Administration
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0081

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.

