



New Jersey Department of Environmental Protection
UNCLASSIFIED NOTICE OF VACANCY
Posting Number: GA-2018-01

DIVISION/PROGRAM

DEPARTMENT

STATEWIDE

TITLE: Program Specialist 2

SALARY: (P21) \$53,611.76 - \$75,900.80

OPENING DATE: September 4, 2018

CLOSING DATE: October 4, 2018

EXISTING VACANCIES: Two (2)

WORKWEEK: NE (35 Hour) Workweek

PROGRAM/LOCATION: DEPARTMENT OF ENVIRONMENTAL PROTECTION
Natural and Historic Resources Program
Green Acres Program
501 East State Street
Trenton, NJ 08625

DESCRIPTION: Under the limited supervision of a Program Specialist 3 or 4, or other supervisory official in a state department, institution or agency, or in a local jurisdiction, takes the lead over professional and/or technical staff engaged in program activities; performs professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and evaluation of various programs and services administered by the Department of assignment; conducts the research and field work necessary to meet the needs of the appropriate state and/or local public or private agencies; does other related work.

SPECIFIC TO THE POSITIONS:

Local and Nonprofit Assistance / State Land Acquisition (1 position): This position administers the Green Acres Local and Nonprofit Assistance program and the State Land Acquisition program. The successful candidate will: Professionally manage land acquisition and park development projects throughout the state; provide guidance to landowners, local governments, and nonprofits through the acquisition processes, consistent with program rules, regulations and procedures; process required forms and reports, review documentation, prepare project agreements, conduct site inspections, and process payment requests; identify, prepare, and/or review formal applications for federal, state, and/or private grant funds; attend meetings with State, County, Municipal government representatives and the public to explain and interpret Green Acres Program rules and perform other duties, as needed.

Legal Services and Stewardship (1 position): This position administers the compliance portion of the Green Acres local assistance and nonprofit programs. The successful candidate will: Act as a point of contact for the public and funding recipients for compliance questions involving Green Acres encumbered parkland; investigate and respond to compliance-related complaints; review, investigate, and respond to inquiries by other State agencies to determine the extent of Green Acres jurisdiction on a project or property in question; oversee the process by which funding recipients may apply to convert, divert, or dispose of Green Acres encumbered parkland; attend meetings with State, County, Municipal government and nonprofit representatives and the public to explain and interpret Green Acres Program rules and perform other duties, as needed.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's Degree. **NOTE:** All college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must already be evaluated for accreditation by the closing date of the posting. Failure to comply with this requirement may result in ineligibility.

EXPERIENCE: Two (2) years of experience in planning, monitoring, coordinating, implementing, modifying, and/or evaluating agency programs and services. **NOTE:** Applicants who do not possess the required education may substitute additional experience on a year-for-year basis. A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of experience.

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.

RESIDENCY: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. **NOTE:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

NOTE: Interviews will be afforded based on the cover letter, resume and credentials submitted in response to this notice.

SCOPE OF ELIGIBILITY: Open to eligible candidates who meet the requirements.

NOTE: If you have established Veteran's Preference with the Department of Military and Veterans Affairs, please submit proof of this along with your resume.

SUBMIT LETTER OF INTEREST, RESUME, TRANSCRIPTS, AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:

Diane Ogonofski
Natural and Historic Resources Program
PO Box 420; Mail Code 501-03
Trenton, NJ 08625-0420
E-mail Address: NHRGA.Resumes@dep.nj.gov
Fax Number (609) 984-1414

POSTING AUTHORIZED BY: Phiroza Stoneback, Manager

**Accommodations will be made for qualified applicants or employees with disabilities
New Jersey Department of Environmental Protection is an Equal Opportunity**