



# New Jersey Department of Environmental Protection

## Notice of Vacancy - Hourly

---

**Title:** Program Specialist

**Posting Number:** CIER-2024-8H

**Open to:** General Public

**Work Week:** 2-3 days per week (up to 900 hours per fiscal year)

**Hourly Rate:** \$20.00 per hour

**Opening Date:** 7/12/2024

**Closing Date:** When all vacancies are filled

**Existing Vacancies:** To be determined

### Program/Location

Department of Environmental Protection  
Community Investment & Economic Revitalization  
Community Development  
401 East State Street  
Trenton, NJ 08625

**Scope of Eligibility:** Open to applicants who meet the requirements below.

**Description:** Under the close supervision of a Program Specialist 3, Program Specialist 4, or other supervisory officer in a State department or agency, receives on-the-job training while assisting in the professional, administrative, and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of human or social service programs, programs serving the socio-economic needs of specific clients populations, or regulatory programs designed to ensure public safety, health and welfare, or protection of the environment; completes assignments which provide practical Program Specialist experience; does other related work.

**Specific to the Position:** Support Local Government Assistance initiatives designed to empower and connect county and municipal governments to DEP programs and services that promote environmental protection and community development. Assist in developing and maintaining strong relationships with local government entities and their leadership. The Office seeks to alleviate concerns and work towards positive outcomes to empower local partners to drive a vibrant quality of life for New Jersey communities. Duties include the following: maintain and update database for county and municipal entities and officials, including representatives of Environmental Commissions and other Administration offices, Councils and Boards for the purpose of connecting relevant local government and DEP people, programs, and imperatives; develop a sustained working knowledge of DEP programs and imperatives to enable timely and relevant communication with local government entities and officials.

**Preferred Skill Set:** Team-oriented, flexible and compassionate of a diverse set of local and environmental needs. A strong understanding of state and local government. A strong understanding of environmental policy and issues that impact local governments. Strong organization skills, ability to multi-task, and meet deadlines. Strong communication and interpersonal skills which include public speaking. Able to analyze multi-disciplinary issues and develop options for issue resolution.

## Requirements

Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Four (4) years of professional experience relevant to the position.

OR

Possession of a Bachelor's degree from an accredited college or university.

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

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 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.

**Veteran's Preference:** To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://www.nj.gov/military/veterans/services/civil-service-preference/>

---

**Submit Letter of Interest, Resume, Unofficial Transcripts (if college degree is required), and the [Personal Relationship Disclosure Statement](#) by 4:00 p.m. on the closing date to:**

Talent Acquisition Team

Division of Human Resources

E-mail Address: [DEP-HR-CIER.Resumes@dep.nj.gov](mailto:DEP-HR-CIER.Resumes@dep.nj.gov)

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

**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, please visit <https://nj.gov/csc/same/overview/index.shtml>, email [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (609) 292-4144 and select Option #3.

**Posting Authorized By:**

Phiroza Stoneback, Manager

Division of Human Resources

**The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds**

**to apply. Accommodations under ADA will be provided upon request.**