



PHIL MURPHY
Governor

TAHESHA WAY
Lt. Governor

State of New Jersey
Office of the Public Defender
Human Resources
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JENNIFER N. SELLITTI
Public Defender

March 26, 2025

JOB OPPORTUNITY
ANNOUNCEMENT NUMBER: # 2025-006
CLOSING DATE: April 9, 2025

OPEN TO: Anyone who meets the education and experience requirements listed in the announced title.

POSITION: Assistant Division Director (Project Manager, Systems and User Support)

LOCATION: Office of the Public Defender
PD Management- Division of Information Technology Research and Engagement
25 Market Street
Trenton, New Jersey 08625

SALARY: &-98; \$130,000.00 -\$155,000.00 (commensurate with experience)

DEFINITION: Under direction of the Assistant Public Defender of the Division of Information Technology, Research and Engagement, this Project Manager supervises staff, directs business analysis, low-code application development, and systems training, working in support of the OPD attorneys, managers, investigators, support and administrative staff statewide. Responsibilities include but are not limited to documentation of workflows, system functionality, report or research requirements; collaborating with vendors to optimize user experience; developing systems training materials and videos; providing live and remote systems training; program administration and budget planning; coordination with other government agencies; and other related duties as required.

***Special Note:** This position will require work across all Public Defender practice and administrative areas. Basic knowledge of intergovernmental systems and awareness of programs, rules, and laws and policies impacting the OPD would be beneficial.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree is required.

EXPERIENCE: Six (6) years of experience in the management of system-related projects or programs in a large public or private agency, three (3) years of which shall have been in a supervisory capacity.

LICENSE: Appointees must 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.

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 the website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

***Special Note:** This position may be eligible to work remotely for up to two days in a calendar week.*

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

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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 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 to comply with the act.

RESUME SUBMITTAL: Candidates possessing the requirements listed above, should forward a current resume and cover letter via email to OPD.Recruitment@opd.nj.gov. (Note: Include the announcement number and title in the subject line) to:

William Wander, Director of Human Resources
Human Resources
Office of the Public Defender
P.O. Box 850
Trenton, NJ 08625-0850

JOB POSTING AUTHORIZED BY:


William Wander, Director of Human Resources