



State of New Jersey

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

MATTHEW J. PLATKIN
Attorney General

ERIN ZIPPEL
Chief Administrative Officer

August 16, 2024 NOTICE OF JOB VACANCY #24-333

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Highway Traffic Safety, for applicants who meet the requirements specified below:

TITLE: Program Development Assistant

SALARY: \$78,024.71 to \$111,000.80

LOCATION: [Division of Highway Traffic Safety](#)

Administrative Unit

140 E. Front Street

Trenton, NJ 08625

Statewide Travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Director or Deputy Director in the Division of Highway Traffic Safety (HTS), Department of Law and Public Safety, will serve as a high-level policy and planning professional, helping to develop a comprehensive highway safety plan for the state, and provide assistance and advice to local officials to advance projects. The position will also assist in coordinating community outreach programs with program staff and managing HTS strategic planning while monitoring the progress of highway safety projects. Additionally, will participate in developing instructional and educational materials to enhance and improve highway safety projects and programs, perform other special functions, initiate and monitor new projects as delegated by the Director or Deputy Director, and represent the Division in higher-level planning activities and committees within OAG and externally and to assist and improve highway safety grants and program delivery; performs other related duties as required.

REQUIREMENTS

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

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated below on a year- for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE: Three (3) years of experience in the development, implementation, or evaluation of programs and instructional proposals and program presentations, budgeting preparation, planning, and administrative initiatives is required.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey.

PREFERENCE: Preference will be given to applicants with strategic planning experience, policy planning, and development experience.

SAME APPLICANTS: If you are applying under the NJ CSC "SAME" program, your Schedule A or B letter must be submitted along with your resume and any other required supporting documents indicated on the announcement by the closing date indicated below. For more information on the SAME Program please email: SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

RESUME NOTE: Eligibility determinations for experience and education will be based upon the resume and unofficial transcripts submitted at the time of application. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide a CSC approved evaluation indicating the U.S. equivalency, with a course-by-course breakdown, prior to the closing date (see [CSC foreign degree information](#)). Failure to do so may result in disqualification of your education towards eligibility.

All offers of employment are conditional subject to the applicant agreeing to and then passing a background check that may include fingerprinting.

HOW TO APPLY: If qualified, please submit a cover letter indicating interest in job vacancy announcement #24-333, a current resume and a copy of your final unofficial transcripts and/or foreign degree evaluation (for education credit), to the Recruitment Coordinator via email at jobs@njoag.gov on or before the closing date of **August 30, 2024**.

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.

