



State of New Jersey

OFFICE OF THE ATTORNEY GENERAL
DEPARTMENT OF LAW AND PUBLIC SAFETY
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Attorney General

September 30, 2019
NOTICE OF JOB VACANCY
#19-356

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Division on Civil Rights, for applicants who meet the requirements specified below:

TITLE: Executive Assistant 4
(Assistant Director for Prevention, Outreach and Public Education)

SALARY: \$88,781.14 to \$126,889.21

LOCATION: Division on Civil Rights
Director's Office
Newark, Trenton, Atlantic City or Cherry Hill

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the direction of the Director of the New Jersey Division on Civil Rights (DCR), the Assistant Director is a member of the DCR Executive team and is responsible for leading DCR's Bureau of Prevention, Outreach and Public Education (Bureau), which takes action against prejudice, intolerance, bigotry, discrimination and bias-related harassment throughout New Jersey through education, trainings, outreach efforts, and other mechanisms aimed at creating partnerships and relationships with stakeholders in the community. DCR is the agency charged with enforcing the New Jersey Law Against Discrimination, one of the broadest civil rights laws in the country, and the New Jersey Family Leave Act. The Assistant Director will exercise broad responsibility over the Bureau of Prevention, Outreach and Public Education, and will: formulate and manage the strategy, agenda and priorities of the Bureau with the objective of creating programs, planning conferences and events, and working with local communities, to educate the public on the New Jersey Law Against Discrimination and important civil rights issues; provide management oversight of Bureau staff; develop programs responsive to different communities' and different stakeholders' needs based on complaints received by DCR's Enforcement Bureau; collaborate with fellow executives to identify Director-initiated complaints that best fulfill DCR's mission; build a training unit that provides high quality trainings to members of the public, employers, housing providers, places of public accommodation, community leaders, and other stakeholders; represent the Division at public forums and community events across the state; work with fellow DCR executives in the formulation and implementation of DCR's strategic plan, annual action plan, and policies; perform other duties as required.

REQUIREMENTS

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

EXPERIENCE: Five (5) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting or in assisting an executive with program development and implementation.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.

NOTE: A Master's degree in Public Administration, Business Administration, Management or other closely related field 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.

PREFERENCE: Preference will be given to applicants who can demonstrate a strong knowledge of, commitment to, and experience with the civil rights laws enforced by the Division and/or federal and state civil rights' laws, and a commitment to a New Jersey free of discrimination; strong relationships with legal advocacy organizations or non-profits working with communities of color, lesbian, gay, bisexual and transgender communities, ethnic and religious minority communities, people with disabilities, immigrant communities, and/or other communities the Division will be working with on outreach and education initiatives; strong public speaking and presentation skills; strong management experience and leadership skills; excellent attention to detail and organizational skills; strong oral and written communication skills; strong diplomacy and people skills; demonstrated experience in creating high quality training and outreach materials; experience in using technology to advance educational, advocacy, or outreach efforts; a demonstrated ability to lead, plan, organize, and direct members of a team to achieve successful outcomes; ability to promote the mission and vision of the Division, set and attain goals, create a clear sense of purpose, manage change, be creative and innovative, and plan strategically; ability to think strategically to identify areas of improvement and implement effective solutions; ability to make independent, appropriate, ethical decisions regarding difficult and/or highly sensitive matters.

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 will result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy #19-356 with desired location preference, a current resume and a writing sample (unedited by others), on or before the closing date of October 14, 2019 to:

Recruitment Coordinator:
LPS.Humanresources@njoag.gov

-OR-

Recruitment Coordinator
Office of the Attorney General
Human Resource Management
P.O. Box 081, Trenton, NJ 08625-0085

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.

