

NEW JERSEY DIVISION ON CIVIL RIGHTS
CHIEF OF STAFF
October 2019

The New Jersey Division on Civil Rights (DCR) is charged with enforcing the New Jersey Law Against Discrimination and with preventing and eliminating discrimination in New Jersey. DCR consists of a Bureau of Enforcement, a Bureau of Prevention, Outreach and Public Education, and a Bureau of Policy. The Chief of Staff will report directly to the Director and assist in managing the entire division and its work to prevent and eliminate prejudice, intolerance, bigotry, discrimination and bias-related harassment throughout the State.

JOB DUTIES:

Assists the Director in exercising control over all management and human resources activities within all major units of DCR, and works closely with management in resolving human resources issues and making decisions.

Assists the Director in exercising executive control and direction over the management of accounting, budgeting, auditing, human resource management, procurement, administrative support services, facilities, and information systems, and serves as principal liaison with the Office of the Attorney General in all such matters.

Assists the Director in exercising executive control and direction over policy development, strategic planning, and research functions including the development and implementation of special initiatives and programs and the development of Division policy.

Represents the Director in an official capacity, including at trainings and public events and as an external liaison with other state agencies and community stakeholders.

Reviews ongoing management activities within all major units and works closely with managers to resolve issues.

Plans, organizes, directs and conducts research related to Division projects and initiatives. Prepares clear and accurate conclusions and recommendations.

EDUCATION:

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

EXPERIENCE:

Four (4) years of managerial experience.

PREFERENCE:

Preference will be given to applicants who can demonstrate a strong knowledge of and commitment civil rights laws; a strong commitment to New Jersey free of discrimination; excellent communication skills, both orally and in writing; excellent people skills; excellent organizational skills and attention to detail; a demonstrated ability to lead, plan, organize, and direct timely and effective outcomes; ability to promote the mission and vision of the Division, set and attain goals,

think creatively and innovatively, and plan strategically; ability to analyze complex problems and recommend and implement effective solutions.