



NEW JERSEY DEPARTMENT OF AGRICULTURE
 200 RIVERVIEW PLAZA
 P.O. BOX 330
 TRENTON, NJ 08625-0862



NOTICE OF JOB VACANCY

TITLE: Program Specialist Trainee	ANNOUNCEMENT #: 12-24	ISSUE DATE: 2/27/2024 CLOSING DATE: 3/12/2024
STARTING SALARY: \$48,056.98 6 MONTH SALARY INCREASE: \$50,229.66	<input type="checkbox"/> DEPARTMENT WIDE <input type="checkbox"/> STATEWIDE <input checked="" type="checkbox"/> GENERAL PUBLIC	
LOCATION: State Agriculture Development Committee (SADC), Trenton, NJ		

JOB DESCRIPTION

Under the direction of the Chief of Acquisition, Acquisition Program Manager of other supervisory official within the State Agriculture Development Committee (SADC), which administers the New Jersey Farmland Preservation Program (FPP) and the Right To Farm Act, the selected candidate will receive training to provide program support for the FPP; learn to manage farmland preservation applications; manage and coordinate farmland preservation initiatives, outreach, and acquisitions through multiple funding programs coordinating with multiple partners, including counties, municipalities, nonprofit entities, and directly with landowners; performs research; learns to understand documents and data; identify program needs and prioritize work; become an integral part of a dynamic and seasoned Farmland Preservation Team; learn to provide oversight of preservation opportunities regionally as assigned; requires attendance at day and night meetings; performs other related duties as needed.

REQUIREMENTS

NOTE: 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.

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

FOREIGN DEGREES: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. This evaluation must be included with your submission and failure to submit the required evaluation may result in an ineligibility determination.

OR

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

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.

ADVANCEMENT: Appointees who successfully complete the 12-month training period will be eligible for advancement to the title of Program Specialist 1. The inability of an employee in this title to attain a level of performance warranting advancement to the title listed above shall be considered as cause for separation.

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.

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services regulations.

NOTE: The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

IMPORTANT NOTICE

Effective September 1, 2011, NJ PL 70 (NJ First Act), requires all State employees must reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than seven calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless an exemption is obtained. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

ELECTRONIC FILING INSTRUCTIONS

Interested applicants must email a cover letter, including the announcement number, resume, and transcripts by the closing date of this Notice of Job Vacancy to njdajobs@ag.nj.gov.

SAME PROGRAM INFORMATION

The SAME program allows candidates, who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program and the Fast Track Hiring program, please visit <https://nj.gov/csc/same/overview/index.shtml>, CSC-Same@csc.nj.gov, or call (609) 292-4144, option 3.

NJ SAME Program applicants must email a cover letter, including the announcement number, resume, transcripts, and a signed and approved copy of SAME Program eligibility documentation (Schedule A Letter or Schedule B Letter), by the closing date of this Notice of Job Vacancy to njdajobs@ag.nj.gov.

The New Jersey Department of Agriculture is an Equal Employment Opportunity Employer