



State of New Jersey

PHILIP D. MURPHY
Governor

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

MATTHEW J. PLATKIN
Attorney General

TAHESHA L. WAY
Lt. Governor

ERIN ZIPPEL
Chief Administrative Officer

December 2, 2024 NOTICE OF JOB VACANCY #24-460

An opportunity currently exists in the unclassified service with the Department of Law and Public Safety, Division of Violence Intervention and Victim Assistance, for applicants who meet the requirements indicated below:

TITLE: Deputy Executive Director
SALARY: \$174,000.00
LOCATION: [Division of Violence Intervention and Victim Assistance](#)
Trenton or Newark, NJ
Statewide travel required for work responsibilities.

NUMBER OF POSITIONS AVAILABLE: One (1) – Location preference required

DUTIES: Under direction of the Executive Director, promotes a trauma-informed approach in the provision of victim assistance and violence intervention and prevention services, and in the formation of policies by the Department of Law and Public Safety (DLPS). Promotes access to, and deployment of, services and resources to vulnerable and hard-to-reach victim populations and address the needs of more populations of victims than are currently served by DLPS. Leads the Division's role in grantmaking and grant monitoring. Develops an infrastructure for victim assistance and violence intervention and prevention services. Serves as a resource center and hub of technical assistance and training. Coordinates among, builds partnerships between, and supports initiatives involving law enforcement entities and victim assistance and violence intervention and prevention service providers. Provides a structure and outlet for community stakeholders to provide input to improve services. Supports policies and practices that recognize the important of cultural competency of those providing victim assistance and violence intervention services. Promotes policies and practices that encourage engaging the use of peer support, such as credible messengers, individuals with lived experience, and trauma survivors, in the provision of services. Leads the Division's coordination with other state agencies and offices – promoting that public safety is a systems-wide approach and a shared responsibility. Performs other related duties as required. This position may also require non-traditional work hours, on an as needed basis, including evenings and weekends on short deadlines for certain assignments, with or without advance notice, and may require travel to perform the aforementioned responsibilities.

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 on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

EXPERIENCE: Six (6) years of managerial experience in public administration.

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

PREFERENCE: Preference will be given to candidates who have a Master's degree; Will be given to a strategic thinker with a minimum of 5 years of professional experience; Experience working on issues relating to anti-violence, social justice, victims'/survivors' rights, trauma-informed services, victim support, grant making, and/or policy creation; Strong leadership and organizational skills; A propensity for innovative problem-solving; An appreciation for using data to inform policy and practice reform; Experience drafting briefing or project update memos; Detail-oriented with the ability to communicate time-sensitive, technical, and nuanced information to a variety of stakeholders; Ability to meet short-term and long-term timelines in an ever-shifting landscape; Ability to weave trauma-informed, victim/survivor-centered, anti-oppression principles into the day-to-day work of the Division.

SAME APPLICANTS: If you are applying under the NJ "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 visit <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-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 #24-460 with desired location preference, 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 **December 16, 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.

