



**State of New Jersey
Board of Public Utilities**

ANTICIPATED JOB VACANCY

JOB POSTING #: 14-17

DATE OF POSTING: May 19, 2017

DATE OF CLOSING: June 9, 2017

TITLE: Assistant Division Director

SALARY: To Be Determined (TBD)

EXISTING VACANCIES: One (1)

DIVISION/LOCATION: Board of Public Utilities
Division of Economic Development & Emerging Issues

GENERAL DESCRIPTION: This position reports to the Director of the Division of Economic Development and Emerging Issues and is responsible for supporting the management and oversight of the Division, including the Office of State Energy Services (SES) and the Office of Clean Energy (OCE).

New Jersey's Clean Energy Program (NJCEP), administered through the OCE, promotes energy efficiency programs and the development of clean, renewable sources of energy including solar, wind, geothermal, combined heat and power (CHP) and sustainable biomass. Through its programs, the OCE offers education, outreach and financial incentives to residential, commercial businesses and industry, schools and governmental customers. SES provides technical, consulting, and advisory services to all operating divisions of the BPU and to other governmental entities throughout the State.

Job Responsibilities:

- Provide day-to-day management of the operations of the NJCEP energy efficiency and renewable energy programs, ensuring proper implementation, reporting, and coordination with staff, vendors, and third-parties.
- Provide day-to-day oversight of federal grants within the Division, ensuring compliance with spending and reporting deadlines.

- In cooperation with other staff, provide briefings and education to Senior Staff, Commissioners, and other elements of State government.
- Actively participate in planning and oversight of utility-managed energy efficiency or renewable energy programs.
- Maintain personnel files – PARS and eCATS timesheets to ensure compliance with the administrative policies of the Division and Agency.
- Advance the contracting and procurement needs of the Division by working closely with vendors, the fiscal office and others.
- Meet with stakeholders to gain input on energy policy issues and stay abreast of emerging trends.
- Perform various duties designated by the Director.

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

EXPERIENCE: Four (4) years of supervisory experience supervising a staff of ten (10) or more.

NOTE: Demonstrated managerial skills, including interpersonal skills, ability to make decisions, problem analysis and creative thinking, administrative judgment, delegation, managerial or financial control, interdepartmental cooperation liaison, development of subordinates and organizational awareness are required. Good verbal communication and leadership skills necessary.

OPEN TO THE FOLLOWING: Open to NJ Residents.

NOTE: RESIDENCY LAW: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

The State of New Jersey is an Equal Opportunity Employer.

PLEASE FORWARD RESUMES VIA MAIL OR EMAIL:

NJ Board of Public Utilities
Office of Human Resources
44 S. Clinton Avenue
P.O. BOX 350
Trenton, NJ 08625
humanresources@bpu.nj.gov