



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Statewide Job Vacancy

POSTING #: 24-00151

TITLE: Senior Executive Service (Manager)

ISSUE DATE: 4/26/2024

TITLE CODE: 90752

CLOSING DATE: 5/17/2024

DIVISION: Community Development

LOCATION: Ewing

UNIT SCOPE: T385

UNIT: Project Development

RANGE: M 98

SALARY: Commensurate with Education & Experience

POSITION: One (1)

WORK WEEK: NL - 35 Hours

Unit Description

The Division of Community Development within the New Jersey Department of Transportation is establishing a new bureau, the Bureau of Project Development. The new bureau's main task will be to oversee the development and advancement of all capital projects in the Concept Development Phase of the project development process. Additionally, the bureau will develop project - level travel projections.

The ideal candidate for this position is a strategic thinker with knowledge of the project development process, and managerial and communication skills to lead the new bureau. Under the direction of the Director of Community Development, the Manager will be responsible for developing, overseeing, and managing the creation of the Bureau of Project Development.

Key Responsibilities

- Assist in establishing the bureau, including hiring, and onboarding new staff. Oversee budget and other resources; establish policy and procedures, set goals, prioritize work, and ensure that the bureau complies with all federal and state laws and regulations.
- Establish policies and procedures and develop strategies to ensure adherence to federal and state laws and regulations.
- Oversee the development of all projects, ensuring that each aligns with the Department's goals and meets the mobility needs of all who use our roadways. This includes ways to identify and address the mobility needs of ALICE (Access Limited, Income Constrained, Employed) households.
- Facilitate effective collaboration among internal Subject Matter Experts and other key partners to achieve consensus and obtain necessary approvals for each project.
- Engage with senior leadership and stakeholders through meetings and presentations.

The Bureau of Project Development must follow the Department's Human Resource processes, and staff may include planners and engineers.

Education

A bachelor's degree in civil engineering, planning or environmental from an accredited college or university is required. Any advanced degree in management, administration, or other subject areas related to the position would be helpful.

NOTE: Possession of a valid Professional Engineer's License issued by the New Jersey State Board of Professional Engineers and Land Surveyors may be substituted for the bachelor's degree in civil engineering.

Preferred Skills

- Knowledge of the NJDOT's project delivery process and experience in project delivery.
- Financial management and budgeting experience. Knowledge of FHWA and Transportation Trust Fund requirements and experience in the delivery of federal and state aid projects.
- Evidence of major professional accomplishments and demonstrated leadership skills.
- Strong interpersonal skills, with the ability to communicate effectively and collaborate with diverse teams.
- Adaptability to changing work environments and the capacity to work well under pressure. Decision - making, problem analysis and creative thinking, sound administrative judgment, delegation and organizational awareness skills are essential to this position.
- Experience using the Project Management Reporting System (PMRS)

Experience and Qualifications

Seven (7) years of supervisory/managerial experience and organizational responsibilities including oversight of federal programs.

NOTE: A master's degree in civil and transportation engineering or other relevant subject may be substituted for one (1) year of the indicated professional experience.

Open to the Following

Open to candidates who meet the above criteria.

INTERVIEWS WILL BE GRANTED ON THE BASIS OF THE RESUME.

Please limit your resume to no more than three pages. Additional pages will not be considered.

Open to the Following

All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principle residence in the State of New Jersey subject to the provisions of N.J.S.A. (L.2011, Chapter 70), also known as the "New Jersey First Act."

Please Submit the following documents (indicating the Posting number):

Resume, Letter of Interest

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Resume, Letter of Interest

Forward Responses To:
Sandi Russo, Personnel Coordinator
Department of Transportation
1035 Parkway Ave
MOB 3rd Floor
Trenton NJ 08625
Sandi.Russo@dot.nj.gov

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