



NEW JERSEY DEPARTMENT OF AGRICULTURE

NOTICE OF VACANCY

XX Division
XX Department
XX State

Issue Date: August 20, 2010
Position(s): 931591
Posting #: 3-10

TITLE Division Director (Director, Division of Food and Nutrition) – UNCLASSIFIED APPOINTMENT

SALARY: Commensurate with education and experience HOURS PER WEEK: NL

LOCATION: Trenton - Division of Food and Nutrition

DESCRIPTION: The New Jersey Department of Agriculture is seeking a proven leader to administer and manage the statewide operations of the federal United States Department of Agriculture (USDA) nutrition and feeding programs and New Jersey legislated initiatives.

The Division Director has overall responsibility and accountability for the efficient, effective operation of federal and state funded child nutrition and food distribution programs under its auspices including the National School Lunch Program, School Breakfast Program, After-School Snack Program, Special Milk Program, Summer Food Service Program, Child and Adult Care Food Program, Family Day Care Food Program, Food Distribution Program and the Emergency Feeding and Assistance Programs with an annual operating budget of \$250 million, reaching 1.4 million New Jersey constituents on a daily basis. Responsibilities include:

- Providing leadership to professional and support staff and part-time summer employees. Coordinate staff operations in the areas of development, implementation and evaluation of all aspects of administration of these federally regulated nutrition programs to ensure compliance with federal and state parameters and timelines;
- Participating in the development of the Department's Strategic Plan and managing the Division of Food and Nutrition based on the goals, objectives and performance standards contained within the Strategic Plan;
- Representing the Secretary of Agriculture at any special function/conference as related to the child nutrition and food distribution programs;
- Expanding opportunities for utilization of fresh New Jersey produce within the various nutrition programs;
- Implementing and maintaining a web-based computer system for management of the nutrition and food distribution programs to expedite the flow of data and funding to program sponsors;
- Providing financial assistance to eligible sponsors participating in one or more of the federal child nutrition and food distribution programs;
- Ensuring compliance with Federal, State and Departmental mandates;
- Effectively directing and utilizing federal child nutrition administrative funds to ensure the maximum benefit to sponsors and participants through state agency operations;
- Maintaining cooperative working relationship with private and public agencies, local governments and program sponsors as well as various units of state and local governments, USDA, state and national advocacy organizations and state child nutrition and food distribution operations in other states.

REQUIREMENTS

Education

Graduation from an accredited college or university with a Master's Degree in food and nutrition, business, public or educational administration, or a field related to the area of assignment.

Experience

Three (3) years administrative and executive management experience in the administration of child nutrition and food distribution programs

OR

Education

A Bachelor's degree in a related field from an accredited college or university.

Experience

Five (5) years administrative and executive management experience in the administration of child nutrition and food distribution programs

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.

SCOPE OF ELIGIBILITY: Open to anyone who meets the listed requirements. Minorities and women are encouraged to apply.
TRANSCRIPTS MUST BE SUBMITTED WITH RESUME.

Forward resume or employment application to:

New Jersey Department of Agriculture
Human Resources - Room 101
P.O. Box 330
Trenton, New Jersey 08625

Linda A. Krajin, Manager, Human Resources

CLOSING DATE FOR RECEIPT OF APPLICATIONS: **September 17, 2010**

The New Jersey Department of Agriculture is an Equal Opportunity/Affirmative Action Employer