State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

JOB POSTING

UNCLASSIFIED APPOINTMENT
(UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)

POSTING NUMBER:	HR-0004	**ISSUE DATE:**	February 11, 2015
TITLE:	Program Specialist 4 (Operations Manager)	**CLOSING DATE:**	February 16, 2015
DIVISION / UNIT:	Sandy Recovery Division	**SALARY RANGE:**	S29: $74,251.79 - $105,891.38
LOCATION:	101 S. Broad Street Trenton, New Jersey		
POSITIONS:	1	**DISTRIBUTION:**	DEPARTMENT

DESCRIPTION OF MAJOR DUTIES:

Under the direction of the Deputy Division Director within the Sandy Recovery Division, candidate will serve as the Operations Manager for the Housing Recovery Regional operations. The Program Specialist 4 will direct the operation of 9 regional housing centers which serve applicants of the various Sandy Recovery Programs.

This position will require the day to day management of all Operations within the Sandy Recovery Division. The work locations for personnel in the Operations sections include 8 Housing Recovery Centers dispersed across 9 effected counties from Super Storm Sandy, an Operations Center located in Newark, and DCA HQ in Trenton. Duties include managing a direct report staff, monitoring the progress of all programs within the Home Owner and Landlord Rental realm, establishing goals and performance criteria, and successful delivery of grants. The personnel count within Operations Section is approximately 200. This position will report directly to the Deputy Director of the Sandy Recovery Division.

REQUIREMENTS:

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

Four (4) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services; one (1) year of which shall have been in a supervisory capacity

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis.

NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of non-supervisory experience.

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.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#004
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer