State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

JOB POSTING

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

POSTING NUMBER:	HR-0039	**ISSUE DATE:**	May 13, 2016
TITLE:	Program Specialist 3	**CLOSING DATE:**	May 18, 2016
DIVISION / UNIT:	Sandy Recovery Division	**SALARY RANGE:**	R26: $64,677.09 - $92,011.89
LOCATION:	101 South Broad Street Trenton, NJ		
POSITIONS:	1	**DISTRIBUTION:**	Department

DESCRIPTION OF MAJOR DUTIES: Under direction of the Assistant Division Director, develop and update quarterly the administrative forecast of ~$200M supporting Sandy recovery efforts; HUD rules mandate that no more than 5% of total grant dollars can be allocated to administrative work efforts. This entails close coordination with program managers across agencies as well as within SRD, H/R, SRD CFO, Contractors/Consultants, and SRD leadership. Monitor and track administrative expenses on a monthly basis, coordinating with DCA Fiscal, SRD A/P and H/R, PO establishment, encumbrances and actuals against purchase orders. Ensure that admin expenses are being coded correctly. Develop and maintain the allocation methodologies to support cost assignment by program for contractor expense (CGI/systems, ICF, etc.) Project manage overall forecasting schedule, deliverables, training, coordinating across CGI/Systems, SRD, Partner agencies, etc. to ensure milestones are met; this is in support of HUD cash flow projections informing SRD Leadership team decisions on program funding, allocation of resources, etc.

REQUIREMENTS:

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

EXPERIENCE: Three (3) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

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 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.
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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#0039
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

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