

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

**JOB VACANCY POSTING**

**POSTING NUMBER:** HR-0067

**ISSUE DATE:** October 19, 2012

**CLOSING DATE:** November 2, 2012

**TITLE:** Program Support Specialist 1 (Assistance Programs)

**DIVISION/UNIT:** Housing & Community Resources  
Housing Assistance Programs

**LOCATION:** 101 South Broad Street

**SALARY RANGE:** R27: \$65,890.76 - \$93,819.11

**POSITION(S):** 1

**DISTRIBUTION:** DEPARTMENT

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**DESCRIPTION OF MAJOR DUTIES:**

Under the general direction of a manager in the Housing Assistance Program, Department of Community Affairs, supervises the work of a professional unit responsible for performing activities to maintain, monitor and/or implement client services/assistance programs or maintains, monitors and/or implements a complex client services/assistance program, including Applicant Services, Portability, Payments Operation, Public Housing Authority Training and Certification. Acts as a liaison between the Division and other public and/or private organizations; does other related work as required.

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**REQUIREMENTS**

**EDUCATION:**

Graduation from an accredited college with a Bachelor's degree.

**EXPERIENCE**

Three (3) years of experience in a public or private agency having responsibility for analyzing, monitoring, maintaining or implementing social service, economic assistance, community service, sustenance (food), or any other human support/assistance program.

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

**NOTE:** A Master's degree in Social Work, Psychology, Education, Public Administration, Business Administration or a related field may be substituted for one (1) year of the required 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.

- A promotable eligible exists within the unit scope.
- A promotional or open competitive list exists.
- Depending upon the qualifications of applicants, appointment may be made at a lower level.

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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 to:**

Human Resources Director  
New Jersey Department of Community Affairs  
HR# 0067  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.state.nj.us](mailto:resume1@dca.state.nj.us)

**Interviews will be granted on the basis of the resume.**

**NOTE:** In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

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