

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0141

ISSUE DATE: June 10, 2015

TITLE: Program Specialist 4, Socio-Economic

CLOSING DATE: June 24, 2015

DIVISION/UNIT: Division of Housing & Community Resources

LOCATION: DCA Building, 101 S Broad Street, Trenton

SALARY RANGE: S29: \$74,251.79 - \$105,891.38

POSITION(S): 1

DISTRIBUTION: Department

DESCRIPTION OF MAJOR DUTIES:

Under the direction of a supervisory official in a State department or agency, supervises professional and/or technical staff engaged in program activities; performs the most difficult and sensitive professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and/or evaluation of programs designed to meet the socio-economic needs of a specified client population, typically the elderly or low-income families, in areas such as energy, utility, or housing assistance; does related work as required.

REQUIREMENTS

EDUCATION:

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

EXPERIENCE:

Four (4) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating programs designed to meet the socio-economic needs of the elderly or low income families, 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 Public or Business Administration, one of the social sciences or other 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.

- A promotable eligible exist 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.

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

Office of Human Resources
New Jersey Department of Community Affairs
HR# 0141
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted on the basis of the resume

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.