



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

**JOB POSTING**

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

<b>POSTING NUMBER:</b>	HR-0186	<b>ISSUE DATE:</b>	October 23, 2015
<b>TITLE:</b>	Assistant Division Director (Housing Recovery)	<b>CLOSING DATE:</b>	November 6, 2015
<b>DIVISION / UNIT:</b>	Sandy Recovery Division	<b>SALARY RANGE:</b>	&98: \$95,000-\$105,000
<b>LOCATION:</b>	101 S. Broad Street Trenton, New Jersey		
<b>POSITIONS:</b>	1	<b>DISTRIBUTION:</b>	STATEWIDE

**DESCRIPTION OF MAJOR DUTIES:**

In concert with the Division Senior Leadership, under the direction of the Division Director, manage allocation and execution of all New Jersey Sandy Recovery Division Housing Recovery Programs: the Reconstruction, Rehabilitation, Elevation and Mitigation (RREM) Program, the Landlord Rental Repair Program (LRRP), the Low-to-Moderate Income (LMI) Homeowners Rebuilding Program, and Sandy Recovery Housing Counseling. Responsible for planning, organizing, and directing day-to-day management of staff and operations of the Sandy Recovery Divisions Housing Recovery Programs.

Manage the development and dissemination of all program related policies and procedures, ensuring all policy documents adhere to both State and Federal laws, including, but not limited to, the Robert T. Stafford Disaster Relief and Emergency Assistance Act and the Uniform Relocation Assistance and Real Property Acquisition Act. Apply prior knowledge of federal housing programs, including, but not limited to, Community Development Block Grant – Disaster Recovery (CDBG–DR), to coordinate the planning and implementation of all programs. Manage contractor vendor activities, including, directing the implementation and oversight of construction activities, review and approval of payment requests for reimbursement, and construction draw requests in compliance with program policies. Oversee program and program delivery budgets across all Housing Recovery programs. Coordinate and oversee ongoing development and related updates to the electronic grant management system (SIROMS), which allows processing of applications through all Housing Recovery programs. Participate in and prepare for program/division audits to ensure appropriate compliance and monitoring of the program activities, including policies and procedures.

Liaise with State and Federal government officials, nonprofit organizations, and other Sandy Recovery Division units, including Strategic Communications, Constituent Services, Operations, Compliance and Monitoring, Information Technology, and Reporting and Finance, to ensure consistency and coordination in implementation of program policies and procedures

**REQUIREMENTS:**

**EDUCATION**

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

**EXPERIENCE**

Six (6) years of experience in a public or private organization involved in programs providing social/community services to a specific client population, three (3) years of which shall have involved management responsibilities, including responsibility for budget/fiscal affairs.

**PREFERRED QUALIFICATIONS:**

Experience in management of housing programs, urban planning, public administration, housing finance and development, or redevelopment highly desired. Documented and specific experience in overseeing the implementation of compliance requirements for CDBG programs. Experience with program tracking and evaluation preferred. Candidates must demonstrate strong communications and leadership skills and the ability to manage workflow and staff. The State of New Jersey seeks to fill this position quickly, with consideration given to individuals immediately available for employment.

**LICENSE:** Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform 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#0186  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.nj.gov](mailto: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*