NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER:	HR-0189	**ISSUE DATE:**	November 12, 2015
TITLE:	Program Specialist 4, Socio-Economic Programs	**CLOSING DATE:**	November 27, 2015
DIVISION/UNIT:	Division of Housing & Community Resources		
LOCATION:	101 South Broad Street, Trenton, NJ	**SALARY RANGE:**	S29: $74,251.79 - $105,891.38
POSITION(S):	1	**DISTRIBUTION**:	STATEWIDE

DESCRIPTION OF MAJOR DUTIES:

This position serves as Operations Manager and is responsible for overseeing the day-to-day operations of a large Housing Choice Voucher (HCV) program within the Division of Housing and Community Resources. This position supervises the program's 14 field offices and ensures that the program provides prompt and efficient services to participants.

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.

SPECIAL NOTE: Extensive knowledge of the HCV program rules and regulations and demonstrated experience with the operations of a large HCV program preferred.

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 to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0189
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.

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