



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-0194	<b>ISSUE DATE:</b>	December 7, 2015
<b>TITLE:</b>	Program Specialist 4 (RREM Program Manager)	<b>CLOSING DATE:</b>	December 21, 2015
<b>DIVISION / UNIT:</b>	Sandy Recovery Division	<b>SALARY RANGE:</b>	\$29: \$74,251.79 - \$105,891.38
<b>LOCATION:</b>	101 South Broad Street Trenton, NJ 08625		
<b>POSITIONS:</b>	1	<b>DISTRIBUTION:</b>	STATEWIDE

**DESCRIPTION OF MAJOR DUTIES:**

In concert with the Division Senior Leadership, under the direction of the Assistant Division Director, manage and supervise the execution and operation of the Reconstruction, Rehabilitation, Elevation and Mitigation (RREM) Program and the Lower-to-Middle Income (LMI) Homeowners Rebuilding Program. In concert with the Division Senior Leadership, under the direction of the Assistant Division Director, draft, revise, finalize and disseminate all program related policies and procedures. All policy documents must adhere to both State and Federal guidelines for program administration of the RREM and LMI Homeowners Rebuilding Programs. Manage Contractor activities, including, but not limited to, assignment of housing projects, management of the RREM-approved (Pathway C) homebuilder pool of construction contractors, and oversight and approval of payment requests for reimbursement and construction draw disbursements. Coordinate interdepartmental activities, including, but not limited to, permitting and inspections with the Division of Codes and Standards and completion of environmental reviews with the Department of Environmental Protection.

Produce training materials and coordinate training sessions for all housing program related staff, including staff members in four regional housing recovery centers. Coordinate with the division communications staff to develop talking points to be used in regional housing recovery centers and across the division. Develop public-facing program aides to be used on the program website. Manage systems updates to the electronic grant management system (SIROMS), which allows processing of program applications through the program. Participate in program/division wide audits to ensure appropriate compliance and monitoring of the program activities, policies and procedures. Construction experience preferred.

**REQUIREMENTS:**

**EXPERIENCE:**

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 agency programs and services; 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 a 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.

**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#0194  
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*