

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER: HR-0197

ISSUE DATE: December 17, 2015

TITLE: Supervisor Housing Assistance Program

CLOSING DATE: December 31, 2015

DIVISION/UNIT: Housing AND Community Resources

LOCATION: Cumberland County

SALARY RANGE: S27: \$67,714.29 – \$96,415.56

POSITION(S): 1

DISTRIBUTION: DEPARTMENT

DESCRIPTION OF MAJOR DUTIES: Under general direction of a manager in the Department of Community Affairs, directs and administers or participates in the supervision of activities and staff related to implementation of housing and community development projects and/or programs, included but not limited to the : Section 8 Housing Assistance Payments Programs, Neighborhood Preservation Balanced Housing program, Community Development Block Grant (CDBG), Community Services Block Grant (CSBG) or other related housing and community development programs administered statewide by the Division of Housing and Community Resources; does other related duties.

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

EXPERIENCE: Four (4) years of experience in program development and management of a federal or state sponsored housing subsidy or community service program for low and moderate income individuals/families in a public or private agency, 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 as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in Business or Public Administration, Urban and Community Development, or related field may be substituted for one (1) year of indicated 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 essential duties of the position.

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- 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.
* **NOTE: Must have applied for Promotional Announcement issued 9/1/15 (Symbol PS1241D)**

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#0197
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.