State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

JOB POSTING

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

POSTING NUMBER: HR-0089

ISSUE DATE: May 22, 2014

TITLE: Assistant Division Director (Legal Affairs)

CLOSING DATE: June 5, 2014

DIVISION / UNIT: Sandy Recovery Division

SALARY RANGE: (M98) $95,000-$105,000

LOCATION: 101 S. Broad Street
Trenton (Mercer County), New Jersey

POSITIONS: 1

DISTRIBUTION: STATEWIDE

DESCRIPTION OF MAJOR DUTIES: Under the supervision of the Division Director of the Sandy Recovery Division (SRD), the Assistant Division Director of Legal Affairs oversees all aspects of legal and regulatory issues within the Division. Responsible for oversight of staff assigned as contract management for the Sandy Recovery Division. Oversee staff and contractors responsible for working with DCA Legal and Regulatory Affairs, as well as coordinate with staff in the New Jersey Department of Treasury, the New Jersey Office of the State Comptroller and the Accountability Officer to ensure compliance with all policies and procedures regarding procurement of any nature that contemplates use of CDBG-DR funds. Oversee staff assigned to handling applicant appeal files, including preparation of legal arguments and representation of SRD in OAL hearings. Oversee daily workflow of OPRA custodian. Oversee manager of compliance on issues related to all CDBG-DR program monitoring, including HUD visits, internal auditing inquiries, integrity monitoring inquiries, and oversight of management response to all monitoring reports.

REQUIREMENTS:

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

EXPERIENCE: Minimum of five years of experience involving legal review of contracts and procurement agreements. Candidates must possess strong verbal and written communication skills.

PREFERRED QUALIFICATIONS: Preference will be given to a candidate who has graduated from an accredited Law School with a Juris degree and is licensed to practice in the State of New Jersey. Consideration will be given to candidates that can provide documented experience overseeing federal and / or state procurements, familiarity with laws and regulations governing the use of federal funds, and documented experience in the practice of contract and /or real estate law in the State of New Jersey.

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#0089
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

NOTE: In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

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