

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

UNCLASSIFIED

POSTING NUMBER: HR- 0108

TITLE: Division Director, Department of Community Affairs **ISSUE DATE:** September 4, 2014

DIVISION/UNIT: Information Technology

LOCATION: 101 South Broad Street, Trenton **CLOSING DATE:** September 18, 2014

POSITION(S): 1 **SALARY RANGE:** \$80000.00 to \$105,000.00

DISTRIBUTION: STATEWIDE

DESCRIPTION OF MAJOR DUTIES:

Under the general direction of the Chief of Staff, functions as the Director, Information Technology (IT) for the department. Directs staff and operations of the division, responsible for management, development and oversight of IT operations. Responsibilities include, but are not limited to, establishing and meeting unit goals, developing IT budgets, ensuring data integrity and security, interfacing with statewide resources to meet the IT needs of the department, serves as the DCA contract manager for IT temporary employment/consultant contract agencies, evaluating overall IT functions and providing recommendations, ensuring compliance with State rules and regulations, overseeing user support operations and identifying most economical and efficient services in support of department objectives and business needs.

REQUIREMENTS

EDUCATION:

Graduation from an accredited college with a Bachelor's degree.

EXPERIENCE:

Eight (8) years of experience as an administrator involving planning budgets and administration of programs in a large public or private agency, five (5) years of which shall be in a supervisory capacity.

Applicants who do not possess the required education may substitute additional experience as indicated above on a year for year basis.

Master's degree in Business or Public administration may be substituted for one year of non-supervisory experience.

License/Certifications/Transcripts:

Appointee 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.

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# 0108
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

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