



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

**JOB POSTING**

**Program Specialist 3**

**UNCLASSIFIED APPOINTMENT**

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

On Monday, October 29, 2012, Superstorm Sandy hit New Jersey, resulting in a level of damage never before experienced in this state. The Disaster Relief Appropriations Act (HR152) provided \$16 billion in funding to the Department of Housing and Urban Development (HUD) *Community Development Block Grant Disaster Recovery (CDBG-DR)* program; an initial allocation of \$1,829,520,000 was made to New Jersey. It is expected that there will be additional allocations of CDBG-DR to New Jersey by the HUD Secretary. The New Jersey Department of Community Affairs (DCA) will administer the CDBG-DR funds allocated to New Jersey to rebuild homes, businesses, and infrastructure impacted by Superstorm Sandy.

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<b>POSTING NUMBER:</b>	HR-0129	<b>ISSUE DATE:</b>	October 9, 2013
<b>TITLE:</b>	Program Specialist 3	<b>CLOSING DATE:</b>	October 23, 2013
<b>DIVISION / UNIT:</b>	Sandy Recovery Division Housing Recovery Centers	<b>SALARY RANGE:</b>	R26: \$63,564.71 - \$90,429.35
<b>LOCATION:</b>	Essex County (2), Ocean County (2) Atlantic County (1), Monmouth County (1)		
<b>POSITIONS:</b>	6	<b>DISTRIBUTION:</b>	STATEWIDE

**DESCRIPTION OF MAJOR DUTIES:**

In the various Housing Recovery Centers and under the general supervision of a supervisory officer in the Department of Community Affairs, may directly supervise professional and/or technical staff engaged in program activities, or performs the more complex and sensitive professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and evaluation of various Sandy Recovery programs and services administered by the Sandy Recovery Division.

**REQUIREMENTS:**

**EDUCATION**

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

**EXPERIENCE**

Three (3) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

**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 experience.

**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# 0129**

101 South Broad Street

PO Box 800

Trenton, New Jersey 08625

Resumes may be emailed to: [resume1@dca.state.nj.us](mailto: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*