

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

**JOB VACANCY POSTING**

**UNCLASSIFIED APPOINTMENT**

**POSTING NUMBER:** HR18-001 **ISSUE DATE:** January 3, 2018

**TITLE:** Assistant Division Director **CLOSING DATE:** January 17, 2018

**DIVISION/UNIT:** Division of Housing & Community Resources

**LOCATION:** 101 South Broad Street  
Trenton, New Jersey

**SALARY RANGE:** &98: \$105,000.00 - \$112,000.00

**POSITION(S):** 1 **DISTRIBUTION:** STATEWIDE

**DESCRIPTION OF MAJOR DUTIES:**

The Assistant Division Director position is responsible for implementation, management and fiscal accountability for the Housing Assistance and Housing Production programs within the Division of Housing and Community Resources, including the Housing Choice Voucher program, State Rental Assistance program, Balanced Housing program, HOME Production programs and other housing assistance and production programs. This position will also be responsible for ensuring the Division's compliance with housing assistance rules and regulations, fiscal accountability, and budget management, and will assist the Director in strategic planning and development of policy.

- Assist Director with long term strategic planning of the Division's housing related goals and activities.
- Achieve Division's housing related goals by successfully managing the programs administered by the Housing Assistance and Housing Production Units.
- Assist Director in seeking new funding sources and aggressively seeking other public and private partnerships to assist in the Division's goals.
- Assist Director in the daily management of Division by maintaining an awareness of federal and state rules and regulations governing funding.
- Make recommendations on strategic program and policy changes needed to continue meeting the needs of low and moderate-income households and ensure the Division's compliance with funding sources.
- Prepare annual budget for the Housing Assistance Unit and oversee expenditures throughout the year.
- Ensure preparation and timely submission of monthly and annual reporting documents including any required follow up actions.
- Facilitate collaboration between units within the Division of Housing and Community Resources to ensure the goals of the division are achieved.
- Implement special projects and programs (such as project-based voucher programs, VASH, RAD, FSS and other programs) related to the housing programs as assigned.
- Develop and implement strategies and trainings that promote quality assurance and improve the efficiency of staff production.
- Provide excellent communication skills with an emphasis on customer service
- Act as Department liaison with affiliated stakeholders
- Other duties as assigned.

**REQUIREMENTS:**

**EDUCATION:**

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

**EXPERIENCE:**

Six (6) years of experience in a public or private organization involved in programs providing either social/community, medical/health, rehabilitation/education, or vocational/occupational services to a specific client population (mentally/physically handicapped, developmentally disabled, juvenile offenders, socially/economically disadvantaged), three (3) years of which shall have involved management responsibilities, including responsibility for budget/fiscal affairs.

**LICENSE:**

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 the essential duties of the position.

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**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#18-001  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.nj.gov](mailto: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.

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