NEW JERSEY DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625

NOTICE OF JOB VACANCY

TITLE: Division Director (Government Representative 2)	**SALARY RANGE:** $168,600.00	**POSTING NO.:** 212-26	**ISSUE DATE:** 8/7/2026 **CLOSING DATE:** 8/21/2026
LOCATION: Central Office Headquarters, Office of Financial Management, Fiscal and Budget – Trenton, NJ		**CLASS OF SERVICE:** Unclassified	

THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

☐ Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions

☒ State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions

☐ Interested individuals who meet the stated requirements

JOB DESCRIPTION

Under the direction of the Assistant Commissioner, Division of Administration, in the Department of Corrections, organizes and directs the activities of a fiscal component in support of a major agency, division, or department.

More specifically, this position functions as a manager of an organizational unit, has oversight of the Annual Operating Budget Request to include the preparation of budget documents for the Technical Budget, budget initiatives for the Planning Document Phase, Budget Bowl presentation and Legislative Hearing preparation; preparation of Fiscal Notes and Quarterly Spending Plans; knowledge of State Circular Letters while monitoring compliance; manages the close out of fiscal year deficits and will be the liaison to the Office of Management and Budget.

REQUIREMENTS

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

EXPERIENCE: Six (6) years professional experience in work involving fiscal management. Three (3) years of the required experience shall have been in a supervisory capacity.

NOTE: A Master's degree in Public Administration or Business Administration, may be substituted for one (1) year of non-supervisory experience.

BENEFIT(S)*

*Pursuant to the State/Department's policy, procedures and/or guidelines.

Joining the second largest department in the State of New Jersey offers many benefits to acknowledge the hard work, dedication and leadership of staff members. Statewide benefits include:

- Alternate Work Week available for some positions
- Telework available for some positions
- Deferred Compensation
- Paid Time Off
- 13 State Holidays
- Health and Life Insurance
- Pet Insurance available through certain plans
- Flexible and Health Savings Accounts (FSA)/(HSA)
- Tuition Reimbursement
- Public Student Loan Forgiveness (PSLF)
- Up to $250 in rewards for exercising
- Gym membership discounts
- Diversity & Inclusion events
- Workplace security, health and safety
- Incarcerated Person empowerment and rehabilitation

APPLICATION INSTRUCTIONS

Please include resume and copy of transcripts (unofficial copies are acceptable), certification(s), and/or license(s), if applicable, in your response. Posting title and number must be included in the subject line of your email. All attachments must be sent in PDF or word format only. Additionally, you must provide your email address. To be considered, responses must be postmarked no later than closing date.

Emailed resumes are to be sent only to: Civilian.Recruitment@doc.nj.gov

Forward Response To:

Robert Smith
Region 6 Personnel Services
Central Office, Civilian Recruitment
P.O. Box 863
Trenton, NJ 08625-0863

DEDICATION * HONOR * INTEGRITY

The New Jersey Department of Corrections is an Equal Opportunity Employer