

**DESCRIPTION OF MAJOR DUTIES:**

In the Director's Office of the Division of Codes and Standards under the supervision of a Program Specialist 4, Regulatory Programs monitors program activities of the Demolition Bond Loan Program. Conducts research on Federal or State laws that impact the Division's programs / regulations. Serves on the Uniform Code Advisory Board and the Carnival Amusement Ride Safety Board. Takes the lead in compiling articles for the Construction Code Communicator, which is posted online quarterly for local code officials and general public. Compiles and prepares Division's weekly operational report for submission to the Commissioner. Serves as Department liaison to the inter-agency Lead Task Force on the Prevention of Lead Poisoning. Researches and reviews issues surrounding lead to ensure the Division remains current of lead matters and is compliant with Federal and State laws pertaining to lead.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION:

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

EXPERIENCE:

Two (2) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating regulatory programs designed to ensure public safety, health and welfare, or to protect the environment.

NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree from an accredited college or university in Public or Business Administration, one of the social sciences or other discipline appropriate to the position may be substituted for one (1) year of experience.

LICENSE:

Appointees 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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| <input checked="" type="checkbox"/> | A promotable eligible exists within the unit scope. |
| <input type="checkbox"/> | A promotional list exists within the unit scope. |
| <input type="checkbox"/> | An open competitive list exists. |

Please submit a resume including any required documents (degree, licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

New Jersey Department of Community Affairs
Office of Human Resources
HR19-0094
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resumel@dca.nj.gov

Interviews will be granted based on resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” all public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment **UNLESS OTHERWISE EXEMPTED FROM THE LAW.**

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