

**DEPUTY DIRECTOR - NEW JERSEY DEPARTMENT OF  
COMMUNITY AFFAIRS, DIVISION OF LOCAL  
GOVERNMENT SERVICES**

The New Jersey Department of Community Affairs seeks a full-time Deputy Director for the Division of Local Government Services.

The Deputy Director will assist the Director in the administration and coordination of Division of Local Government Services activities.

Such assistance would include improving internal systems and operations; succession planning; implementing the Director's strategic plan; preparing organizational charts and budget submissions along with other duties essential to the efficient administration of the Division. The Deputy Director must promote Division services and communication; supervise and produce refined internal and public-facing reports, notices, constituent correspondence, and presentations. The Deputy Director will supervise Division staff and oversee staff training. He or she will also represent the Division at public meetings, conferences, and on boards and commissions.

This position requires independent, timely decision-making to ensure the Division's efficient and effective delivery of services to local government units and external stakeholders. The successful candidate must demonstrate an ability to analyze complex organizational problems and propose solutions. He or she must be transparent, direct, and self-disciplined. Exceptional oral and written expression is required. Extensive knowledge of governmental operations, including familiarity with the laws and regulations pertaining to local units is critical to this role. Management experience at the municipal or county level is required. Five years of management experience is preferred.

Resumes should be sent to the general division mailbox at [dlgs@dca.nj.gov](mailto:dlgs@dca.nj.gov) no later than January 23<sup>rd</sup>, 2019.