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DEPARTMENT OF COMMUNITY AFFAIRS
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JACQUELYN A. SUÁREZ
Commissioner

JOB DESCRIPTION

DIVISION OF HOUSING AND COMMUNITY RESOURCES DATA CENTER

Title: Microsoft Dynamics 365 Portal Developer

Status: F/T

Attendance: In-person – Trenton, NJ

Reporting to the Director of Data Center Administration, the Microsoft Dynamics 365 Portal Developer will be responsible for the design, development, and maintenance of Dynamics 365 portals for the Division of Housing and Community Resources (DHCR) within the New Jersey Department of Community Affairs. These portals will support a range of programs, including lead abatement and housing services, and are essential in delivering seamless user experiences and access to program services.

The Microsoft Dynamics 365 Portal Developer will work closely with program managers and stakeholders to understand business needs and translate them into efficient and effective portal solutions. This includes customizing web forms, integrating data from Dynamics 365 CRM, and ensuring that all portals comply with security, accessibility, and regulatory requirements.

Key Responsibilities:

- Design, develop, and customize Dynamics 365 portals to meet the specific needs of DHCR's programs, including lead abatement and housing services.
- Collaborate with program staff and other stakeholders to gather requirements and design solutions aligned with program goals.
- Create and configure web forms, entity forms, workflows, and plugins to enhance portal functionality.
- Ensure portals comply with state and federal security, accessibility, and data protection standards.
- Troubleshoot and resolve technical issues with Dynamics 365 portals, ensuring optimal performance.
- Integrate portals with existing DHCR data systems to support broader data governance goals.
- Stay updated with the latest Dynamics 365 technologies and recommend improvements.

Qualifications:

- Proven experience in developing, configuring, and managing Microsoft Dynamics 365 portals.
- Proficiency in web technologies such as HTML, CSS, JavaScript, and Liquid templates.
- Strong understanding of Dynamics 365 CRM and the ability to customize and extend portal functionality.
- Strong problem-solving skills with a focus on troubleshooting technical issues.
- Excellent communication skills to work effectively with both technical and non-technical stakeholders.

- Familiarity with public sector environments, housing services, or lead abatement programs is a plus.

Preferred Skills:

- Experience with Microsoft Power Platform tools, such as PowerApps and Power BI.
- Knowledge of cloud development practices, particularly with Microsoft Azure.
- Understanding of data protection regulations and standards.

How to Apply: Please submit your resume and cover letter outlining your qualifications and interest in the position to dhcrdatacenter@dca.nj.gov. Include “Microsoft Dynamics 365 Portal Developer” in the subject line of your email.

About the DHCR Data Center: The DHCR Data Center is a division-wide unit dedicated to enhancing data practices throughout the Division. It supports all programs within DHCR by ensuring data accuracy, accessibility, and security, while complying with federal and state regulations. The Center leads in data collection, analysis, reporting, and the implementation of a robust data governance framework, positioning data as a strategic asset to support the Division’s portfolio of programs and services for New Jersey residents.