



# NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

**Philip Murphy**  
Governor

**Tahesha L. Way, Esq.**  
Lt. Governor

**Christine Norbut Beyer, MSW**  
Commissioner

## JOB VACANCY POSTING

**POSTING #:** 025-25 **ISSUE DATE:** January 9, 2025

**TITLE:** **DIVISION DIRECTOR (UNCLASSIFIED)** **CLOSING DATE:** January 23, 2025

**LOCATION:** Department of Children and Families (DCF)  
Office of Grants, Integrity and Accounting  
50 East State Street  
Trenton, NJ 08625

**POSITIONS:** 1

**DISTRIBUTION:** STATEWIDE **SALARY:** Commensurate with education and experience

**SCOPE OF ELIGIBILITY:** Opportunities are subject to current promotional and hiring restrictions.

**SPECIAL NOTE:** This position may be eligible to work remotely for up to two days in a calendar week.

**DEFINITION:** The Grants, Integrity and Auditing Unit provides leadership for planning, organizing, and implementing the third-party procurement process, coordinating federal grants reporting and auditing DCF contracts and programs.

**RESPONSIBILITIES:** The Director is responsible for the successful accomplishment of the unit goals, including the following:

- Direct and manage the audit of programs and services provided to DCF and to protect the integrity of DCF operations by conducting confidential audits and management reviews and coordinating the annual grant and internal controls assessments for DCF.
- Assist in contract negotiation as requested.
- Develop, implement, and maintain grants and an open, competitive request for proposal (RFP) approval process.
- Develop, implement, and maintain an on-line grants submission process.
- Direct the programs and systems of the audit unit.
- Provide guidance and recommendations to senior leadership on procurement, grants and audit processes.
- Meet with division representatives annually to gather information needed to define issues and structure the audit plan for functional or program areas.
- Reviewing and approving written audit instructions for the auditors, tailoring such instructions to each program or functional area, and allowing for differences within each division. Coordinating the scope, depth, and timing of the audit to others who are concerned with balancing the findings with other audit efforts.
- Establish and maintain a grants committee comprised of various division representatives and meet regularly to discuss grants and requests for proposals and policies related to such.
- Assist the divisions in the application for funding from federal and other sources. Monitor the RFP email box for inquires. Develop and maintain the online RFP submission process for providers.
- Provide guidance and advice to senior leadership on the RFP process, with a goal of maintaining the integrity and accountability of the same.

### REQUIREMENTS

**EDUCATION:** A Master's degree from an accredited college or university or graduation from an accredited law school with a Juris Doctor (J.D.) Degree is preferred.

**EXPERIENCE:** Five (5) years' experience in the field of grant administration and compliance, NJ State procurement, or combination of above.

**RESUME NOTE:** Eligibility determinations will be based upon information presented on the resume only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.

**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.

### IMPORTANT NOTICE

**RESIDENCY** - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

### Electronic Filing:

Forward a cover letter and resume as a **single PDF document**, saving the file by your **Last Name, First Name** to:

[Job.Posting@dcf.nj.gov](mailto:Job.Posting@dcf.nj.gov)

Include the **Job Posting #** in the subject line of your email.

**The Department of Children and Families is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.**