



# NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

**Philip Murphy**  
Governor

**Sheila Y. Oliver**  
Lt. Governor

**Christine Norbut Beyer, MSW**  
Commissioner

## JOB VACANCY POSTING

<b>POSTING #:</b>	217-22	<b>ISSUE DATE:</b>	June 2, 2022
<b>TITLE:</b>	<b>EXECUTIVE DIRECTOR (UNCLASSIFIED)</b>	<b>CLOSING DATE:</b>	June 16, 2022
<b>LOCATION:</b>	Department of Children and Families (DCF) Office of Resilience 50 East State Street Trenton, NJ 08625		
<b>POSITIONS:</b>	1	<b>SALARY:</b>	Commensurate with education and experience.
<b>DISTRIBUTION:</b>	STATE-WIDE		

**SCOPE OF ELIGIBILITY:** Subject to current promotional and hiring restrictions.

Reporting to the Commissioner, the Executive Director of the Office of Resilience will lead and coordinate statewide efforts to prevent, protect against, and heal from the effects of Adverse Childhood Experiences (ACE). The Executive Director oversees the Office of Resilience in hosting, coordinating and facilitating statewide initiatives related to raising awareness of and creating opportunities to eradicate ACEs through grassroots and community-led efforts, technical assistance and strategic support for organizations already pursuing this work.

**DEFINITION:** Under administrative direction, subject to the rules and regulations of the agency, shall have general supervisory and management responsibility over the activities of the agency; does related work as required.

**RESPONSIBILITIES:** Essential duties and responsibilities include, but are not limited to:

- Lead and support the development of policy and other public initiatives related to ACEs,
- Lead and staff a public-private committee to coordinate statewide work related to ACEs, including the implementation of the statewide Action Plan,
- Devise, manage, and report quarterly progress on a work plan that supports the implementation of the pending statewide Action Plan,
- Represent and communicate New Jersey initiatives related to ACEs at meetings, conferences, and public events in New Jersey and nationally,
- Offer technical assistance and strategic support to all New Jersey initiatives operating under the statewide Action Plan,
- Assist in the development of a statewide trauma informed technical assistance center, and
- Identify grassroots/community-led ACEs efforts across New Jersey, offer partnership and support, and provide opportunities to coordinate with the statewide Action Plan.

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

**SPECIAL NOTE:** A Master's Degree in Social Work, Public Administration, or related field from an accredited college or university is preferred.

**EXPERIENCE:** Five (5) years of experience in the administration and management of a program to develop and implement policy in a public or private organization.

**SPECIAL NOTE:** Preferred candidate will possess the following qualifications:

- At least five (5) years of experience in administering social or medical programs;
- Knowledge of the research into, and state of interventions related to ACEs;
- Active engagement with work on ACEs at the national and state level and familiarity with ACEs research and evaluation;
- Demonstrated ability to form and manage relationships with public and private leaders;
- Demonstrated ability to facilitate complex change processes and manage large-scale projects with several moving pieces;
- Excellent oral and written communication skills; and
- Ability to synthesize complex information quickly and present to diverse audiences.

**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:** Appointee 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.

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

### IMPORTANT NOTICES

**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.

**COVID-19 VACCINATION/TESTING REQUIREMENT** - Per Executive Order 253, all State employees are required to be vaccinated by October 18, 2021 or undergo frequent testing. Please do not submit your vaccination card at this time.

### 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.