



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 #: | 342-25 | ISSUE DATE: | July 23, 2025 |
| TITLE: | GOVERNMENT REPRESENTATIVE 2 (UNCLASSIFIED) | CLOSING DATE: | August 6, 2025 |
| FUNCTIONAL TITLE: | APPLICATION/PROJECT MANAGER | | |
| LOCATION: | Department of Children and Families (DCF) Office of Information Technology 50 East State Street Trenton, NJ 08625 | | |
| POSITIONS: | 3 | | |
| DISTRIBUTION: | STATE-WIDE | SALARY: | \$83,000 - \$122,000 Commensurate with education and experience |

SCOPE OF ELIGIBILITY: Opportunities 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.

Office of Information Technology: The Department of Children and Families Office of Information Technology provides project support for Information Technology (IT) initiatives. The Office uses a best practice approach to introduce and deliver projects, which includes project management – the application of knowledge, skills, tools, and techniques to meet project requirements and ensure that projects are executed effectively and efficiently, while assuring delivery on time and within budget. This office operates in alignment with Project Management Institute (PMI) guidelines, quality standards, and department requirements.

Job Responsibilities:

- Lead the definition of project scope, milestones, tasks, deliverables, resource requirements, and project success criteria
- Manage project teams assembled to deliver projects on-time, on budget, meeting functional and quality specifications to sponsor satisfaction
- Forecast, manage, and report on project financials, planned vs. actual project schedule, and resource utilization
- Identify resources needed to complete work and collaborate with sponsors/ manager(s) to assemble appropriate skills/teams
- Ensure that project management plans are developed, accepted, and used to monitor project execution for compliance with; scope, schedule, quality, risk/issue, communications, stakeholder, resource, cost, integration, and vendor management processes
- Advise Department Contract Manager on administration of vendor contract, acceptance of deliverables, and change requests
- Deliver presentations to supervisors, directors and executive leaders
- Coordinate the deliverables review and acceptance process
- Organize and facilitate project meetings and workshops
- Create and execute strategies for risks mitigation and contingency planning

- Escalate issues that require executive, management or business attention
- Provide weekly status reports and communicate to leadership

REQUIREMENTS

EDUCATION: Possession of a bachelor's degree from an accredited college or university.

EXPERIENCE: Five (5) years of professional experience as a project manager.

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 NOTICES

EMPLOYEE BENEFITS: The Department of Children and Families provides many employee benefits, including but not limited to:

- | | |
|---|--|
| • Alternative Workweek Program* | • Telework* |
| • Deferred Compensation | • Public Service Loan Forgiveness |
| • Health, Dental and Life Insurance | • Benefit Leave (Vacation, Sick, Administrative Leave) |
| • Flexible and Health Spending Accounts | • 13 Paid Holidays |
| • Pension | |

*Pursuant to Department policy, procedures and/or guidelines

PUBLIC SERVICE LOAN FORGIVENESS: As a prospective employee of the State of New Jersey, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at [StudentAid.gov/PSLF](https://studentaid.gov/PSLF).

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

UNIT SCOPE: Any appointments made from postings which involve movement between unit scopes may result in a forfeiture of rights to any promotional list in a former unit scope. A complete list of DCF unit scopes can be found [here](#).

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.