



State of New Jersey

Department of Human Services

Mikie Sherrill
Governor

Dr. Dale G. Caldwell
Lt. Governor

Stephen Cha, MD, MHSR
Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING #:	281-26	ISSUE DATE:	8/19/2026	CLOSING DATE:	9/2/2026
TITLE:	Supervisor General And Support Services				
LOCATION:	New Lisbon Developmental Center 104 Route 72 New Lisbon, NJ 08064	RANGE:	S30		
		SALARY:	\$100,498.48 – \$148,186.78		
		UNIT SCOPE:	K470		
		SERV. CLASS:	Competitive		
OPEN TO:	Current NLDC employees with underlying permanent status in a competitive title or CSC approved non-competitive title, who meet the stated requirements below.				
DESCRIPTION					
DEFINITION:	Under the direction of a supervisory official in a department, agency, or institution, develops procedures, oversees operational units, and advises in the overall planning organization and management of the department's agency's or institution's support services, and plans, organizes, and implements activities related to the department's agency's or institution's building complex and field offices including construction, physical placement of offices, and other support services; does related work as required. Work Location: Administration Shift: 7:30am-4:00pm Regular Days Off: Saturday/Sunday *Flexible scheduling may be required.				
REQUIREMENTS					
REQUIREMENTS:	NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience. Eight (8) years of professional experience in work involving the review, analysis, and evaluation of budget, organization, administrative practices, and the recommendation of improved operating methods in a large business or government agency, one (1) year of which shall have been in a supervisory capacity. OR Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience, one (1) year of which shall have been in a supervisory capacity. OR Possession of a Master's degree from an accredited college or university in Accounting, Business Administration, Public Administration, or other related fields; and three (3) years of the above-mentioned professional experience, one (1) year of which shall have been in a supervisory capacity.				
NOTE:	"Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.				
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					
FOREIGN DEGREES:	Degrees and/or transcripts issued by a college or university outside of the United States <u>must be evaluated</u> by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
RESIDENCY:	In accordance with N.J.S.A. 52:14-7 (NJ PL 70), the "New Jersey First Act", all employees must reside in the State of New Jersey (NJ), unless exempted under the law. If you do not live in NJ, you have (1) year after you begin employment to relocate your residence to NJ.				
DRUG SCREENING:	If you are a candidate for a position with DHS, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing <u>will be at your expense</u>. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired. You will be advised if the position for which you're being considered requires drug testing and how its administered.				
CIVIL SERVICE LISTS:	Applicable regular or special re-employment list(s) established as a result of a layoff will be used before promotions are made. All appointments will be made utilizing the procedures and guidelines in accordance with N.J.A.C. 4A.				
EMPLOYEE BENEFITS:	In accordance with the "Pay Transparency Act", the NJ State Benefits Package includes: State Health Benefits Program (medical, dental, prescription drug and vision care); Pension; Deferred Compensation; Public Service Loan Forgiveness (PSLF) participation; Tuition Reimbursement; Flexible and Health Spending Accounts (FSA/HSA); Paid holidays; Paid Leave (vacation days, sick days and administrative leave days); Life Insurance; Tax\$ave; NJ Well; State Employee Discount Program; Employee Advisory Service (EAS); Please be advised that eligibility for any of the benefits listed may vary pursuant to job duties, operational need, funding, policy, procedures and/or guidelines.				
FILING INSTRUCTIONS					
Forward a cover letter, resume, and transcript (if applicable) electronically to: DDD-NLDC.Resumes@dhs.nj.gov You must include the Job <u>Posting #</u>, <u>Title</u>, and <u>Last Name</u> in the subject line of your email. Example: (123-26, Clerk Typist, Smith)					

New Jersey Department of Human Services is an Equal Opportunity Employer