



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

JOB POSTING

UNCLASSIFIED APPOINTMENT

(UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)

POSTING NUMBER: HR-0111 **ISSUE DATE:** October 14, 2014
TITLE: Program Specialist 4 **CLOSING DATE:** October 28, 2014
DIVISION / UNIT: Sandy Recovery Division **SALARY RANGE:** S29: \$74,251.79 - \$105,891.38
LOCATION: 101 S. Broad Street
Trenton, New Jersey
POSITIONS: 1 **DISTRIBUTION:** STATEWIDE

DESCRIPTION OF MAJOR DUTIES:

Under the direction of the Assistant Commissioner of DCA, will serve as a manager to coordinate overall program development and to monitor implementation and compliance of Community Development Block Grant-Disaster Recovery (CDBG-DR), Sandy Recovery programs, primarily in the sectors of infrastructure and economic revitalization as well as supervise professional and/or technical staff engaged in program activities. While the direct implementation of the programs are largely managed by partners external to DCA or the Sandy Recovery Division, this position plays a pivotal role in coordination and tracking progress on behalf of the DCA as the Grantee and manager of the federal funds. The scope of this position includes analytical review and approvals of program design documents, cooperative agreements (sub recipient agreements, MOU's etc.), procurement plans, policies etc. to launch programs and assist throughout implementation to ensure timely and eligible expenditures of recovery funds, in a manner consistent with federal regulations and DCA policies and procedures.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree.

EXPERIENCE:

Four (4) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services; one (1) year of which shall have been in a supervisory capacity. NOTE: Applicants who do not possess the required education may substitute additional experience on a year-for-year basis. NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of non-supervisory experience.

PREFERRED QUALIFICATIONS:

Experience in local government operations, urban planning, public administration, or redevelopment; documented and specific experience in overseeing implementation of compliance requirements for CDBG programs is preferred. The State of New Jersey seeks to fill this position quickly, with consideration given to individuals immediately available for employment.

LICENSE: Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0111
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.state.nj.us

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.