

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

**JOB VACANCY POSTING**

**UNCLASSIFIED APPOINTMENT**

**POSTING NUMBER:** HR-0036

**ISSUE DATE:** January 20, 2012

**CLOSING DATE:** February 3, 2012

**TITLE:** Deputy Division Director

**DIVISION/UNIT:** Local Government Services

**LOCATION:** 101 South Broad Street, Trenton

**POSITION(S):** 1

**SALARY RANGE:** Commensurate with experience  
(\$90,000.00 - \$110,000.00)

**DISTRIBUTION:** STATEWIDE

**DESCRIPTION OF MAJOR DUTIES:**

Under the direction of the Division Director, is responsible for the overall management and administration of the Division of Local Government Services and its operating units through the planning, development, implementation and evaluation of the Division's various program activities; the Deputy Director serves in a variety of roles, including acting in the absence of the Division Director. The position may include all or some of the following responsibilities:

- Assists Division Director in managing division activities
- Oversees internal administration, including budget, fiscal, and human resources
- Manage several organizational units
- Prepare and deliver public presentations on Division activities
- Develops implementation guidance on new laws and procedures
- Provide guidance on legislative and policy issues
- Prepares and coordinates production of Local Finance Notices and other public notices
- Manages special research projects
- Manages and prepares responses to public inquiries about Division activities
- Oversees preparation of rulemaking initiatives (NJAC/Administrative Practice)
- Conducts public finance issue research
- Oversees the municipal State aid formulas, certifications, and payments, property tax rates, requests for aid and tax rate analysis, conducts related research
- Assists with Division data analysis activities
- Oversees Division technology efforts, web site, and GovConnect program

**QUALIFICATIONS:**

Graduation from an accredited college with a Bachelor's degree required; Master of Business Administration (MBA), Master of Public Administration (MPA), Juris Doctorate (JD) or advanced degree in Accounting desirable; New Jersey professional certification as a Certified Municipal Finance Officer, Registered Municipal Clerk, or Registered Municipal Accountant is also desirable. Participation in public sector management continuing education preferred.

Six (6) years of experience as an administrator involving planning, budgets and administration of programs in a New Jersey government agency or audit firm with significant public sector experience, three (3) of which shall have been in a supervisory capacity; qualified candidates will have background or job experience in some or all of the following: New Jersey local government administration; policy and legislative analysis, writing and presentation of information; information technology; human resource management. Qualified candidates should also be skilled in the use of Microsoft Office, email, and internet.

**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:** New public employees are required to obtain New Jersey residency within one (1) year of employment.

**Please submit a letter of interest, to include a phone number and e-mail address, along with a resume and any required licenses, certifications and/or transcripts by the closing date to:**

Thomas H. Neff, Director  
Division of Local Government Services  
PO Box 803  
Trenton, New Jersey 08625-0803

**Email submission of resume and letter of interest is preferred in lieu of mail; email to [dlgs@dca.state.nj.us](mailto:dlgs@dca.state.nj.us), with Deputy Director Recruitment in subject line.**

**Interviews will be granted on the basis of the resume.**