Chris Christie
Governor

Kim Guadagno
Lt. Governor

Allison Blake, PH.D., L.S.W
Commissioner

JOB VACANCY POSTING

POSTING #: 082-16

ISSUE DATE: May 25, 2016

TITLE: **LOCAL OFFICE MANAGER (LOM)**

CLOSING DATE: June 8, 2016

LOCATION: Department of Children and Families (DCF)
Ocean North Local Office
1510 Hooper Avenue, Suite 210
Toms River, NJ 08753

POSITIONS: 1

DISTRIBUTION: DEPARTMENT WIDE

SALARY: Commensurate with education and experience.

SCOPE OF ELIGIBILITY: Open to employees of the Department of Children and Families as a promotional or lateral opportunity, subject to current promotional and hiring restrictions.

RESPONSIBILITIES

The Division of Child Protection and Permanency (CP&P) Local Office Manager (LOM) is the critical executive in the local office providing leadership and is responsible for the management of the day to day operations as well as having a voice in the input of policy and administration. The LOM, along with the Area Director, is the face of the Department of Children and Families (DCF) in the local community.

REQUIREMENTS

EDUCATION: A Bachelor's degree from an accredited college or university is expected. A Master's degree in social work or related field is preferred.

EXPERIENCE: Five (5) years of social service experience in addition to substantive experience in the management and leadership of social service programs, two (2) years of which should be in a higher level supervisory capacity.

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 NOTICE

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 electronically to:

Jennifer.Dowd@dcf.state.nj.us

Include the Job Posting # in the subject line of your email.

Alternate Filing:

If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to:

Linda M. Dobron, Director of Human Resources
Department of Children and Families
Office of Human Resources
P.O. Box 717
Trenton, NJ 08625-0717

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