



POSTING NUMBER: HR18-0018 **ISSUE DATE:** September 14, 2018

TITLE: Principal Field Representative,
Housing Assistance Program **CLOSING DATE:** September 28, 2018

DIVISION / OFFICE /UNIT: Division of Housing and Community Resources

SALARY RANGE: R24: \$61,416.68 - \$87,189.17 **NUMBER POF POSITIONS:** 2

LOCATION: Morris (1), Middlesex (1)

OPEN TO: ☒ **Department-Wide (Department of Community Affairs Employees ONLY)**
☐ **All Departments/Agencies (State Employees with permanent status ONLY)**
☐ **General Public and/or State Employees**

DESCRIPTION OF MAJOR DUTIES:
Under direction of a Supervisor Housing Assistance Program or other supervisory official, in the Department of Community Affairs, Division of Housing and Community Resources, plans, administers, evaluates and supervises program activities and the primary field staff assigned to a field office with responsibility for enrolling and determining participant eligibility, preparing Housing Assistance Payments Contracts, authorizing and processing subsidy benefit payments, inspecting rental units, and recertifying 2,000 or more program participants in the Section 8 Housing Choice Voucher (HCV) and State Rental Assistance (SRAP) Programs and other federal and State housing assistance programs pursuant to the authority of the Public Housing and Development Authority Act, NJSA 55:14H-1 et seq. and the Federal Housing Act of 1937; supervises staff and work activities; prepares and signs official performance evaluations for subordinate staff; does related work as required.

REQUIREMENTS
(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION:
Graduation from an accredited college or university with a Bachelor’s degree

EXPERIENCE:
Three (3) years of experience in a Housing Assistance Program or other housing related program which includes client intake review requiring participant eligibility determinations and/or field duties requiring facility eligibility determinations.
NOTE: Applicants who do not possess the required education may substitute additional non-supervisory experience as indicated on a year-for-year basis, with thirty (30) semester hour credits being equal to one (1) year of experience.

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 essential duties of the position.

- ☐ A promotable eligible exists within the unit scope.
- ☒ A promotional list exists within the unit scope.
- ☐ An open competitive list exists.

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

New Jersey Department of Community Affairs
Office of Human Resources
HR18-0018
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted based on resume
NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” all public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment UNLESS OTHERWISE EXEMPTED FROM THE LAW.