



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:

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| JOB POSTING #: | 115-26 | ISSUE DATE: | 4/17/2026 | CLOSING DATE: | 5/1/2026 |
| TITLE: | Assistant Division Director | | | | |
| LOCATION: | Division of Developmental Disabilities Office of Executive Staff, Developmental Centers | RANGE: | M98 | | |
| | | SALARY: | \$181,000.00 | | |
| | Hunterdon, Vineland, Green Brook, New Lisbon or Woodbine, Flanders, Paterson, Freehold, Trenton or Voorhees | CLASS OF SERVICE: | Unclassified | | |
| OPEN TO: | General Public | | | | |
| DESCRIPTION | | | | | |
| DEFINITION: | <p>Under the direction of an Assistant Commissioner, Deputy Director, or other senior official in a state department or agency, directs the staff and activities of an operational unit responsible for providing general administrative and/or fiscal management, program policy and planning services, or delivering a variety of social, medical, assistance, health care, and other services to a specific client population; does other related duties as required.</p> <p>This position will be responsible for oversight of the five developmental centers operated by the Division of Developmental Disabilities and requires statewide travel, as needed. Frequency will vary based on operational needs.</p> | | | | |
| REQUIREMENTS | | | | | |
| REQUIREMENTS: | <p>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.</p> <p>Ten (10) years of professional experience in a public or private organization involved in programs providing either social/community, medical/health, rehabilitation/education, or vocational/occupational services to a specific client population (physical, intellectual, or developmental disability, juvenile offenders, socially/economically disadvantaged, etc.), three (3) years of which shall have been in a supervisory capacity.</p> <p>OR</p> <p>Ten (10) years of professional experience as an administrator responsible for planning, budgets, and administration of programs in a large public or private agency, three (3) years of which shall have been in a supervisory capacity.</p> <p>OR</p> <p>Possession of a bachelor's degree from an accredited college or university; and six (6) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity.</p> <p>OR</p> <p>Possession of a master's degree from an accredited college or university in a field relevant to the position; and five (5) years of the above-mentioned professional experience, three (3) years of which shall have been in a supervisory capacity.</p> | | | | |
| NOTE: | <p>"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.</p> <p>Experience working in an ICF/IID with expertise in Conditions of Participation, Annual Surveys, and the 2567 process is preferred.</p> | | | | |
| 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 must be evaluated 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. | | | | |

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| DRUG SCREENING: | If you are a candidate for a position that involves direct client care with the Department of Human Services, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. 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 are being considered requires drug testing and how to proceed with the testing. |
| 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. Appointments will be made utilizing the procedures and guidelines in accordance with N.J.A.C. 4A. |
| TELEWORK: | Certain positions may be eligible to participate in the Department's " <u>Telework Program</u> ", which offers eligible employees the opportunity to work remotely for up to two (2) days per week, as approved by management. Details on this, and other benefits, will be made available throughout the interview process. |
| 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); Telework; Alternate Work Week Program; 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 **RESUME** AND COPY OF **TRANSCRIPT(S)** (UNOFFICIAL COPY IS ACCEPTABLE) IF APPLICABLE, ELECTRONICALLY TO: DDD-CO.Resumes@dhs.nj.gov

You must include the **Job Posting #**, **Title** and **Last Name** in the subject line of your email. **Example: (123-22, Clerk Typist, Smith)**