



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

**POSTING NUMBER:** HR23-0190

**ISSUE DATE:** 10/5/2023

**TITLE:** Government Representative 2 (functional title - Deputy Administrator)  
(Unclassified)

**CLOSING DATE:** 10/19/2023

**DIVISION / OFFICE / UNIT:** Housing and Community Resources / Office of Low-Income Energy Conservation, Weatherization & Lead Assistance Programs

**LOCATION:** 101 South Broad Street  
Trenton, NJ 08625

**SALARY RANGE:** \$100,000.00

**NUMBER OF POSITIONS:** 1

**OPEN TO:** General Public and/or State Employees

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**DESCRIPTION OF MAJOR DUTIES:**

The New Jersey Department of Community Affairs (DCA) seeks an experienced, mission-driven professional to serve as a Deputy Administrator in the Office of Low-Income Energy Conservation Unit, Weatherization and Lead Assistance Programs to assist in administering over \$200 million grant dollars allocated to non-profit organizations, units of governments and community action agencies for the provision of Weatherization Services and Lead Remediation and Abatement Programs to residents of the State of NJ. Reporting to the Unit Administrator, the Deputy Administrator will: Implement policies and procedures in adherence with the U.S. Department of Energy, U.S. Department of Health and Human Services, U.S. Department of Housing Urban Development (HUD) and NJ Department of Community Affairs regulations in ensuring an effective and efficient Weatherization Assistance and Lead Remediation and Abatement Programs; Assist in the management and coordination of direct operations of the Office of Lead Prevention and Office of Low-Income Energy Conservation in accordance with budget language in the State Annual Budget; Directly assist the Administrator with various administrative and analytical duties related to the operation and monitoring of Weatherization and Lead Assistance Programs; Prepare documentation for compliance with internal and external audit/monitoring requirements in accordance with the U.S. Department of Energy, U.S. Department of Health and Human Services and as per State regulations; Assist in managing program staff.

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**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 managing Energy Assistance Programs and Lead Programs.

**SPECIAL TRAINING:** ..

**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.

**ADDITIONAL NOTES: SAME APPLICANTS:** If you are applying under the NJ "SAME" Program, your supporting documents (Schedule A or B letter) must be submitted along with your resume to [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov) by the closing date indicated above. DO NOT SUBMIT VIA THE DCA PORTAL. For more information on the SAME Program, visit their website at <https://nj.gov/csc/same/overview/index.shtml>, e-mail: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov) or call the NJ Civil Service Commission (CSC) at (833) 691-0404.

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

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**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:**

Resumes may be mailed to:  
New Jersey Department of Community Affairs  
Office of Human Resources  
HR23-0190  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcportal.dynamics365portals.us/dca-services/public-job-postings>

*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 new 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.

*The New Jersey Department of Community Affairs is an Equal Opportunity Employer*