



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

POSTING NUMBER: HR24-0211

ISSUE DATE: 10/25/2024

TITLE: Program Specialist 4, Bilingual in Spanish and English

CLOSING DATE: 11/8/2024

DIVISION / OFFICE / UNIT: Housing and Community Resources / Low-Income Home Energy Assistance, Weatherization & Lead Assistance Programs

LOCATION: 101 South Broad Street
Trenton, NJ 08625

SALARY RANGE: \$29 - \$89,575.39 - \$127,744.57

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

The New Jersey Department of Community Affairs (DCA) seeks an experienced, mission-driven professional to serve as a Deputy Administrator for the Low-Income Home Energy Assistance, Weatherization and Lead Programs which allocate over \$300 million in grant dollars to community based non-profit organizations and units of government. Reporting to an Assistant Director the Deputy Administrator will: Assist in developing and implementing program policies in adherence with federal and State regulations to ensure that the programs operate correctly and efficiently; Assist in overseeing all programmatic aspects of the programs including contract monitoring and program compliance reviews; Assist in managing program staff.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION/EXPERIENCE: NOTE: 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.

Eight (8) years of experience in planning, monitoring, coordinating, implementing, modifying, and/or evaluating agency programs and services; one (1) year of which shall have been in a supervisory capacity over professional or technical staff.

OR

Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience, one (1) year of which shall have been in a supervisory capacity over professional or technical staff.

OR

Possession of a master's degree from an accredited college or university in a discipline appropriate to the position; and three (3) years of the above-mentioned professional experience, one (1) year of which shall have been in a supervisory capacity over professional or technical staff.

NOTE: "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.

SPECIAL TRAINING: ..

LICENSE: Appointee 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.

- 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 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
HR24-0211
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