



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

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Commissioner

JOB VACANCY POSTING

POSTING #: 193-25 **ISSUE DATE:** April 24, 2025

TITLE: **ASSISTANT DIVISION DIRECTOR (UNCLASSIFIED)** **CLOSING DATE:** May 8, 2025

LOCATION: Department of Children and Families (DCF)
Child Care Licensing
50 East State Street
Trenton, NJ 08625

POSITIONS: 1 **RANGE:** & 98

DISTRIBUTION: STATE-WIDE **SALARY:** Commensurate with education and experience

SCOPE OF ELIGIBILITY: Opportunities are subject to current promotional and hiring restrictions.

SPECIAL NOTE: This position may be eligible to work remotely for up to two days in a calendar week.

DEFINITION: Under the direction of a Division Director, 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.

SPECIAL NOTE: This position directs the staff and activities of an operational unit responsible for providing inspection, licensing and regulation of childcare centers across the state.

REQUIREMENTS

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.

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.

OR

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.

OR

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.

OR

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.

SPECIAL NOTE: Preferred candidates will have experience in a public or private organization involved in providing, monitoring or regulating childcare or early child education programs.

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.

RESUME NOTE: Eligibility determinations will be based upon information presented on the resume only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.

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

PUBLIC SERVICE LOAN FORGIVENESS: As a prospective employee of the State of New Jersey, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at [StudentAid.gov/PSLF](https://studentaid.gov/PSLF).

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 by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

RE-EMPLOYMENT LISTS: Applicable special re-employment list established as a result of a layoff will be used before any appointments are made.

UNIT SCOPE: Any appointments made from postings which involve movement between unit scopes may result in a forfeiture of rights to any promotional list in a former unit scope.

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 as a **single PDF document**, saving the file by your **Last Name, First Name** to:

Job.Posting@dcf.nj.gov

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

The Department of Children and Families is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.