



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

POSTING NUMBER: HR25-0019

ISSUE DATE: 1/27/2025

TITLE: Executive Director

CLOSING DATE: 2/10/2025

DIVISION / OFFICE / UNIT: Office of Information Privacy

LOCATION: 101 South Broad Street, Trenton,
NJ 08625

SALARY RANGE: &98 \$126,500.00

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Under direction of the Commissioner in the New Jersey Department of Community Affairs (OIP), subject to the rules and regulations of the agency, shall have general supervisory and management responsibility over the activities of the Office of Information Privacy. Direct daily operations of the OIP in accordance with P.L. 2021, c. 371, the computer systems in place to process nondisclosure and exception requests and the dissemination of program registrant information to other government agencies. Develop regulations, processes, and systems necessary for the efficient operation of the OIP. Supervise and evaluate OIP staff. Ensure that staff are performing their duties in an efficient and effective manner and are adhering to the DCA policies and procedures.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION/EXPERIENCE: Graduation from and accredited college or university with a Bachelor's degree.

Five (5) years of experience in the administration and management of a program to develop and implement policy in a public or private organization.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

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.

ADDITIONAL NOTES: The SAME program allows candidates who identify as having a significant disability, to apply for non-competitive and unclassified positions through a fast track hiring process. For more information about the SAME program, please go to: <https://www.nj.gov/csc/same/overview/index.shtml>. If you have any questions, please email, resume1@dca.nj.gov or call 609-292-6030. 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 by the closing date indicated above. **DO NOT SUBMIT VIA THE DCA PORTAL.**

- 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
HR25-0019
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