

JOB VACANCY POSTING

POSTING #:	111-24	ISSUE DATE:	March 5, 2024
TITLE:	LOCAL OFFICE MANAGER (LOM) (SES)	CLOSING DATE:	March 19, 2024
LOCATION:	Department of Children and Families (DCF) Division of Child Protection and Permanency Hudson West Local Office 1 Harmon Meadow Blvd Secaucus, NJ 07094		
POSITIONS:	1		
DISTRIBUTION:	STATE-WIDE	SALARY:	Commensurate with education and experience.
SCOPE OF ELIGIBILITY: Opportunities are subject to current promotional and hiring restriction.			
SPECIAL NOTE: This position may be eligible to work remotely for up to two days in a calendar week.			
SPECIAL NOTE: Candidate should be able to report to any office within the Bergen Hudson Area.			

RESPONSIBILITIES

The Division of Child Protection and Permanency (CP&P) Local Office Manager (LOM) is the critical executive in the local office providing leadership and is responsible for the management of the day to day operations as well as having a voice in the input of policy and administration. The LOM, along with the Area Director, is the face of the Department of Children and Families (DCF) in the local community.

REQUIREMENTS

**EDUCATION:** A Bachelor’s degree from an accredited college or university is expected. A Master’s degree in social work or related field is preferred.

**EXPERIENCE:** Five (5) years of social service experience in addition to substantive experience in the management and leadership of social service programs, two (2) years of which should be in a higher level supervisory capacity.

**LICENSE:** Appointee 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.

**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.

**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).

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

IMPORTANT NOTICE

**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](mailto:Job.Posting@dcf.nj.gov)

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