



**State of New Jersey**  
DEPARTMENT OF COMMUNITY AFFAIRS

**POSTING NUMBER:** HR24-0062

**ISSUE DATE:** 4/10/2024

**TITLE:** Government Representative 2 (Director) (Unclassified)

**CLOSING DATE:** 4/14/2024

**DIVISION / OFFICE / UNIT:** Housing and Community Resources /  
Office of Homelessness Prevention

**LOCATION:** 101 South Broad St, Trenton,  
NJ

**SALARY RANGE:** \$127,000.00

**NUMBER OF POSITIONS:** 1

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

**DESCRIPTION OF MAJOR DUTIES:**

The NJ Department of Community Affairs seeks an experienced, mission-driven professional to serve as the Director of the state Office of Homelessness Prevention. Reporting to the Assistant Commissioner of the Division of Housing and Community Resources, the Director of the Office on Homelessness Prevention will lead the Office of Homelessness Prevention in achieving the State's goals in addressing homelessness, including directing the work of the Ending Veteran Homelessness Initiative, Interagency Council on Homelessness, targeted initiatives such as work in Atlantic City and Newark, and developing Statewide policy and programming to address homelessness. Manage existing State and federally funded homelessness programs, such as Rural and Suburban Outreach, Diversion, Homelessness Prevention and Rapid Rehousing, Continuum of Care, and other existing and new programs. Oversee work of the office in achieving these goals. Make recommendations to the Assistant Commissioner regarding policies, programming, and evaluation of efforts to address homelessness across the State. Lead collaboration between state Agencies, Advisory Task Force, local government, community-based organizations, people with lived experience and other stakeholders to develop best practices and policies to address homelessness; analyze data related to homelessness to drive policy and programmatic recommendations and decisions, as well as to determine performance metrics; oversee efforts to develop and implement the state plan, making recommendations to the Assistant Commissioner regarding policies and best practices, developing and implementing programs and evaluating performance; produce plans, reports, policy briefs and other written communications on homelessness in NJ; serve as an expert resource on homelessness, keeping current with research and emerging practices in addressing homelessness across the nation; represent the Office at meetings and conferences.

**REQUIREMENTS**

*(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)*

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Five (5) years' experience in developing and/or managing programs addressing homelessness.

**KNOWLEDGE AND ABILITIES:**

- Expert knowledge of homelessness programs within the State and nationally along with research, best practices and emerging practices;
- Fluency with complex data analysis, synthesis and presentation.
- Skill at constituency building with audiences ranging from elected officials to homeless people.
- Deep knowledge of federal and State homelessness programs.
- Skill in adeptly navigating complex political situations and crises.
- Experience in developing and implementing data-drive policies and programs
- Ability to think creatively and to design new initiatives and implement them
- Demonstrated ability to build consensus across diverse constituencies
- Excellent written and verbal communication skills

**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.

- 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  
HR24-0062  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcaportal.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*