

JOB VACANCY POSTING

POSTING #:	262-24	ISSUE DATE:	June 13, 2024
TITLE:	GOVERNMENT REPRESENTATIVE 1 (UNCLASSIFIED)	CLOSING DATE:	June 27, 2024
FUNCTION:	ADMINISTRATOR, PROJECT MANAGEMENT		
LOCATION:	Department of Children and Families (DCF) Office of Strategic Development 50 East State Street Trenton, NJ 08625		
POSITIONS:	1	SALARY:	Commensurate with education and experience.
DISTRIBUTION:	STATE-WIDE		
SCOPE OF ELIGIBILITY: Opportunities 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.			

**DCF Office of Strategic Development:** The Office of Strategic Development (OSD), an Executive Level Office within the Department of Children and Families (DCF), plays a vital role in advancing the Department's strategy and objectives. By focusing on implementation processes and project management the office enhances operations, improves service delivery, and increases Department performance. OSD is dedicated to finding better, smarter, and more effective ways to perform work, ultimately serving families and supporting the Department's strategic goals for service excellence, positive outcomes, infrastructure development, and the integration of core approaches into DCF services and operations. Core functions of OSD include organizational development, program development, and project management. The office is committed to effective communication and leadership that fosters understanding, builds capacity, and drives results.

**Job Summary:** The Administrator of OSD's Project Management (PM) Unit, reporting to the Director or designated supervisor, will work under OSD's Assistant Director to spearhead the establishment of a new unit. This unit will be responsible for managing a diverse and expansive portfolio of DCF-prioritized organizational and program development projects aligned with DCF's strategic plan. This pivotal role requires a candidate with a passion, curiosity and understanding of the importance of project management. The Administrator will research, develop, and enhance project management methodologies, oversee resources to ensure consistent project delivery, and ensure high-quality project management services. This support will enhance the visibility and accountability of the Department's Transformational Initiative and Programmatic Plans using implementation science and project management best practices.

- Transformational Initiative Plans:** To transform child welfare in New Jersey, DCF has established four Transformational Offices: Diversity, Equity, and Belonging; Family Voice; Resilience; and Staff Health and Wellness. The goal is to infuse Transformational Office practices into all DCF initiatives and programs. To achieve this, DCF is developing Transformational Initiative Plans, which aim to drive organizational change through training, policy improvements, and practice and process enhancements, ultimately reshaping child welfare practices and the child and family serving system.
- Program Plans:** To ensure service excellence and improve service delivery for DCF's large portfolio of purchased services, DCF has developed Program Plans for select prioritized programs. Improvements can mean selecting and launching a new program, refinement of an existing, expansion of an existing program, and/or sustainability of an existing service. Programs refer to contracted services (i.e.: Family Success Centers, Domestic Violence Liaison Program) and/or internal Child Protection Practice (i.e.: Solution Based Casework). Contracted services with Program Plans are not individual programs, but large networks of service types. For example, in our Division of Family and Community Partnerships there is a "Program Plan" for –Family Success Centers which includes over 50 Centers across the state.

The Administrator will also provide strategic project management, fostering cross-functional collaboration, and leveraging strong organizational understanding, facilitation, and communication skills. They will lead and supervise a diverse team of project managers and assistant project managers, ensuring effective and efficient project execution.

Job Responsibilities:

- Work with the Assistant Director to co-develop all aspects of the Unit.
- Strategic planning, direction, and goal setting for the first project management unit in DCF focused on the development and implementation of human services programs and department-wide transformational initiatives.
- Partner with Director and Assistant Director to Co-Design, operationalize, and launch a DCF project management unit for program, organizational, and transformational strategic priorities.
- Develop and refine project management standards, templates, processes, and best practices to drive efficient and high-quality project execution.

- Lead the application and integration of project management standards, templates, processes, and best practices throughout Programmatic and Transformational Initiative Plans.
- Direct a team of Project Managers & Assistant Project Managers to execute projects effectively across a large portfolio of program, organizational, and transformational strategic priorities.
- Develop and oversee the development of complex integrated governance and teaming structures with internal and external stakeholders to foster increased coordination, collaboration, decision-making, and communication.
- Develop risk management processes to identify and mitigate integration risks, addressing cross-functional challenges and escalating issues as needed.
- Refine an intake and prioritization process for existing and new projects.
- Works closely with DCF's Information Technology Project Management Office to align project management practices across the Department.
- Ensure transparent communication throughout project lifecycles, monitoring milestones, resources, and budgets.
- Directly manage highly complex and high-priority projects.
- Manage, or support management of, staff project assignments, utilizing current and historical utilization data.
- Co-develop Intake and Resource Assessment processes for strategic priorities.
- Cultivate a culture of collaboration and excellence within the unit.
- Perform other duties and projects within OSD's Program and Organizational Development unit as assigned to support the work of the office and the Department.

**REQUIREMENTS**

**Education:** Graduation from an accredited college or university with a bachelor's degree. A master's degree in a related field is preferred. Training in project management preferred.

**Experience:** Minimum of ten (10) years' experience in human services, with at least three (3) years in a supervisory role. Demonstrated expertise in managing complex organizational and/or program development projects. Knowledge of MS Project, including the ability to use advanced features such as resource management & utilization, custom fields and SharePoint sites, subprojects, and project costs a plus. Strong knowledge of project management, organizational and program development, implementation science, and DCF.

**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.

**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](mailto:CSC-SAME@csc.nj.gov), or call CSC at (609) 292-4144, option 3.

**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.

**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.**