

**JOB VACANCY POSTING**

<b>POSTING #:</b>	515-24	<b>ISSUE DATE:</b>	December 13, 2024
<b>TITLE:</b>	<b>GOVERNMENT REPRESENTATIVE 2 (UNCLASSIFIED)</b>	<b>CLOSING DATE:</b>	December 27, 2024
<b>FUNCTION:</b>	<b>PROJECT MANAGER</b>		
<b>LOCATION:</b>	Department of Children and Families (DCF) Office of Strategic Development 50 East State Street Trenton, NJ 08625		
<b>POSITIONS:</b>	3	<b>SALARY:</b>	Commensurate with education and experience.
<b>DISTRIBUTION:</b>	STATE-WIDE		
<b>SCOPE OF ELIGIBILITY:</b>	Opportunities subject to current promotional and hiring restrictions.		
<b>SPECIAL NOTE:</b>	This position may be eligible to work remotely for up to two days in a calendar week.		

The Office of Strategic Development (OSD), an Executive Level Office within DCF, plays a vital role in advancing the Department's strategy and objectives. By focusing on implementation processes 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 program development, organizational development, program development, and project management. The office is committed to effective communication and leadership that fosters understanding, builds capacity, and drives results.

OSD's Project Management Unit provides project support for the selection, development, and implementation of critical human services. The Project Management Project also provides project support for initiatives that systematically alter the Department's structure, culture, and processes leading to organizational change. By adhering to best practices, the unit employs a structured approach that leverages the necessary knowledge, skills, tools, and techniques to meet project objectives. This ensures that projects are executed efficiently, effectively, and within the specified timeline and budget. The office operates in accordance with Project Management Institute (PMI) guidelines, quality standards, and departmental requirements.

**DEFINITION:** The Project Manager works collaboratively with stakeholders and project team members to plan, execute, monitor, and control the project with the given constraints. This role leads and coordinates the management of the project – including leading the project team members, achieving project goals, facilitating communications and engagements with stakeholders, and seeing the project through to its closure.

**Job Responsibilities**

- Lead the definition of project scope, milestones, tasks, deliverables, resource requirements, and project success criteria.
- Manage project teams assembled to deliver projects on-time, on budget, meeting functional and quality specifications to sponsor satisfaction.
- Forecast, manage, and report on project financials, planned vs. actual project schedule, and resource utilization.
- Identify resources needed to complete work and collaborate with sponsors/ manager(s) to assemble appropriate skills/teams.
- Ensure that project management plans are developed, accepted, and used to monitor project execution for compliance with; scope, schedule, quality, risk/issue, communications, stakeholder, resource, cost, integration, and vendor management processes.
- Advise Department Contract Manager on administration of vendor contract, acceptance of deliverables, and change requests.
- Deliver presentations to supervisors, directors, and executive leaders.
- Coordinate the deliverables review and acceptance process.
- Organize and facilitate project meetings and workshops.
- Create and execute strategies for risks mitigation and contingency planning.
- Escalate issues that require executive, management, or business attention.
- Provide weekly status reports and communicate to leadership.
- Ensure that assigned projects are conducted in compliance with all OSD standards.

- Ensures that all project management practices adhere to industry standards and best practices, as evidenced by holding and maintaining a Project Management Professional (PMP) certification from the Project Management Institute (PMI).

## REQUIREMENTS

**EDUCATION:** Possession of a bachelor's degree from an accredited college or university. Project Management Professional (PMP) certification required.

**EXPERIENCE:** Five (5) years of professional experience as a project manager.

**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.

**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.

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.