



POSTING NUMBER: HR25-0064

ISSUE DATE: 5/15/2025

TITLE: Deputy Division Director, DCA (Unclassified)

CLOSING DATE: 5/29/2025

DIVISION / OFFICE / UNIT: Local Government Services

LOCATION: 101 South Broad Street
Trenton, NJ 08625

SALARY RANGE: TBD

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Under direction of the Division Director, is responsible for the overall management and administration of the Division of Local Government Services and its operating units through the planning, development, implementation, and evaluation of the Division's various program activities. Implement the Director's strategic plan, including projects such as the municipal early warning system toolkit, transitional aid oversight, training, improving internal systems and operations, succession planning, preparing organizational charts and budget submissions, make decisions regarding allocation of resources, and other duties essential to the efficient administration of the Division. Represent the Division Director at boards, commissions, meetings, conferences and public presentation regarding Division services and activities.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION/EXPERIENCE: Graduation from an accredited college with a Bachelor's degree.

Six (6) years of experience as an administrator involving planning, budgets and administration of programs in a large public or private agency, three (3) years of which shall be in a supervisory capacity.

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

NOTE: A Master's degree in business, or Public Administration may be substituted for one year of non-supervisory experience.

SPECIAL TRAINING: ..

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.

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
HR25-0064
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.