



UNCLASSIFIED APPOINTMENT NOT TO EXCEED DECEMBER 31, 2026

POSTING NUMBER: HR24-0120

ISSUE DATE: 6/13/2024

TITLE: Program Specialist 4

CLOSING DATE: 6/20/2024

DIVISION / OFFICE / UNIT: Disaster Recovery and Mitigation / Program Oversight and Development

LOCATION: Trenton, NJ

SALARY RANGE: S29: \$89,575.39 - \$127,744.57

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Oversees and directs the launch of federally funded recovery programs including, but not limited to, CDBG-DR and American Rescue Plan Act State Fiscal Recovery Funds. Directs the development and implementation of policies, procedures, and systems necessary to ensure program operations are conducted in accordance with all applicable federal and state regulation. Directs staffing, facility, and other services needed for successful operations. Implements necessary program changes through policy updates while maintaining compliance with state and federal regulations. Establishes and maintains cooperative working relationships with other state agencies, local governments, and private entities whose operations or services are in the division’s grant management portfolio. Responsible for federal reporting including, but not limited to, Section 3 and Small Women, Veteran, Women, Minority Business Enterprises (SMVWBE).

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION/EXPERIENCE: NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience. Eight (8) years of experience in planning, monitoring, coordinating, implementing, modifying, and/or evaluating agency programs and services; one (1) year of which shall have been in a supervisory capacity over professional or technical staff.
OR
Possession of a bachelor's degree from an accredited college or university; and four (4) years of the above-mentioned professional experience, one (1) year of which shall have been in a supervisory capacity over professional or technical staff.
OR
Possession of a master's degree from an accredited college or university in a discipline appropriate to the position; and three (3) years of the above-mentioned professional experience, one (1) year of which shall have been in a supervisory capacity over professional or technical staff.
NOTE: "Professional experience" refers to work that is creative, analytical, evaluative, and interpretive; requires a range and depth of specialized knowledge of the profession's principles, concepts, theories, and practices; and is performed with the authority to act according to one's own judgment and make accurate and informed decisions.

SPECIAL TRAINING: ..

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.

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

HR24-0120

101 South Broad Street

PO Box 800

Trenton, New Jersey 08625

Or

Online application available at: <https://njdcportal.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.