



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

JOB POSTING

UNCLASSIFIED APPOINTMENT

(UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)

POSTING NUMBER:	HR-0125	ISSUE DATE:	May 4, 2015
TITLE:	Program Specialist 2	CLOSING DATE:	May 9, 2015
DIVISION / UNIT:	Sandy Recovery Division	SALARY RANGE:	P21: \$51,529.95 - \$72,953.46
LOCATION:	101 South Broad Street Trenton, NJ 08625		
POSITIONS:	3	DISTRIBUTION:	DEPARTMENT

DESCRIPTION OF MAJOR DUTIES:

Under the direction of the Assistant Division Director, conducts monitoring and compliance of Community Development Block Grant-Disaster Recovery (CDBG-DR) program funds. Apply knowledge of specialized technical construction or environmental procedures and requirements related to billions of dollars in Federal disaster recovery funds, and perform compliance reviews to detect instances of possible fraud, waste and abuse in the implementation of CDBG-DR programs.

REQUIREMENTS:

EXPERIENCE:

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

EXPERIENCE

Two (2) years of experience in planning, monitoring, coordinating, implementing, modifying and/or evaluating agency programs and services.

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

NOTE: A Master's degree from an accredited college or university in a discipline appropriate to the position may be substituted for one (1) year of experience.

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.

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:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0125
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resumel@dca.nj.gov

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.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer