State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

JOB POSTING

UNCLASSIFIED APPOINTMENT
(UNCLASSIFIED APPOINTMENT NOT TO EXCEED SEPTEMBER 30, 2017)

POSTING NUMBER:	HR-0128	**ISSUE DATE:**	May 15, 2015
TITLE:	Program Specialist 4 (RREM Program Manager)	**CLOSING DATE:**	May 29, 2015
DIVISION / UNIT:	Sandy Recovery Division	**SALARY RANGE:**	S29: $74,251.79 - $105,891.38
LOCATION:	101 South Broad Street Trenton, NJ 08625		
POSITIONS:	1	**DISTRIBUTION:**	STATEWIDE

DESCRIPTION OF MAJOR DUTIES:

In concert with the Division Senior Leadership, under the direction of the Assistant Division Director, draft, revise, finalize and disseminate all program related policies and procedures, ensure all policy documents adhere to both State and Federal guidelines for program administration of the Reconstruction, Rehabilitation, Elevation and Mitigation Program (RREM). Manage Contractor activities, including the assignment of housing projects, directing the implementation and oversight of construction activities, review and approval of payment requests for reimbursement and construction draw requests in compliance with program policies. Manage the RREM approved home builder pool of construction contractors to ensure compliance with State and Federal policies and procedures.
Produce training materials and coordinate training sessions for all housing program related staff, including more than 250 staff members in 4 regional housing recovery centers. Liaison across Housing, Operations, Compliance, Reporting and Finance Division management and staff to ensure consistency and coordination in implementation of program policies and procedures. Manage the development and related updates to the electronic grant management system (SIROMS), which allows processing of program applications through the program. Participate in program/division wide audits to ensure appropriate compliance and monitoring of the program activities, policies and procedures. Additional duties/projects, as assigned.

REQUIREMENTS:

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

EXPERIENCE
Four (4) 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.

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 non-supervisory 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#128
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@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