



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

POSTING NUMBER: HR19-0068

ISSUE DATE: August 23, 2019

TITLE: Director (Unclassified)
(Government Representative 2)

CLOSING DATE: September 30, 2019

DIVISION / OFFICE / UNIT: Division of Housing and Community Resources
Office on Homelessness Prevention

SALARY RANGE: \$95,000 - \$110,000

NUMBER OF POSITIONS: 1

LOCATION: 101 South Broad Street, Trenton, NJ

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

The NJ Department of Community Affairs seeks an experienced, mission-driven professional to serve as the first Director of the new state Office on Homelessness Prevention. Reporting to the Director of the Division of Housing and Community Resources, the Director of the Office on Homelessness Prevention will lead the development and implementation of a state plan to address homelessness, including managing the work of two Office staff and a consultant. The Director will:

- Lead collaboration between state Agencies, Advisory Task Force, local government, community-based organizations, people with lived experience and other stakeholders to develop best practices and policies to address homelessness
- Analyze data related to homelessness to drive policy and programmatic recommendations and decisions, as well as to determine performance metrics
- Oversee efforts to develop and implement the state plan, making recommendations to the Division Director regarding policies and best practices, developing and implementing programs and evaluating performance
- Produce plans, reports, policy briefs and other written communications on homelessness in NJ
- Serve as an expert resource on homelessness, keeping current with research and emerging practices in addressing homelessness across the nation. Represent the Office at meetings and conferences.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

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

EXPERIENCE: Five (5) years' experience in developing and/or managing programs addressing homelessness

KNOWLEDGE AND ABILITIES:

- Extensive knowledge of current research, national best practices, and federal and state programs and regulations impacting homelessness assistance
- Familiarity with the landscape of homelessness programs in NJ, as well as extensive knowledge of populations impacted by homelessness
- Demonstrated experience in analyzing data and using analysis to create policy and programs
- Ability to think creatively and to design new initiatives and implement them
- Demonstrated ability to build consensus across diverse constituencies
- Excellent written and verbal communication skills

LICENSE: Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Please submit a resume including any required documents (degree, licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

New Jersey Department of Community Affairs
Office of Human Resources
HR19-0068
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

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 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.

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

Revised: March 2018