



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

**POSTING NUMBER:** HR19-0069

**ISSUE DATE:** August 23, 2019

**TITLE:** Data Manager (Unclassified)  
(Government Representative 2)

**CLOSING DATE:** September 30, 2019

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

**SALARY RANGE:** \$75,000 - \$90,000

**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 a Data Manager in the new state Office on Homelessness Prevention. Reporting to the Director of the Office. The Data Manager will:

- Support the development and implementation of a state plan to address homelessness by identifying needed data, developing plan for collection including through data sharing with state and local entities, and manage implementation of data plan
- Analyze data and prepare data briefs and reports to assist in development of policies, programs and initiatives to address homelessness
- Analyze data related to performance by grantees in areas impacting homelessness assistance and assist in development of performance standards and measures to be implemented across the system. Develop data collection procedures and reports to produce and analyze performance data to inform the ongoing work of the Office
- Develop regular reports on data related to homelessness and the Office's work, including compelling methods of presenting data to policymakers and stakeholders to increase their understanding of issues related to homelessness
- Assist the Director of the Office in developing and advancing relationships with universities and the research community
- Provide training and technical assistance regarding homelessness data to state and local partners and other stakeholders

---

**REQUIREMENTS**

***(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)***

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

**EXPERIENCE:** Three (3) years' experience in collecting and/or analyzing data related to homelessness; experience with NJ's Homeless Management Information System (HMIS) strongly preferred

**KNOWLEDGE AND ABILITIES:**

- Excellent written and verbal communication skills, including demonstrated ability to synthesize and present complex information and data to a wide range of audiences
- Demonstrated experience in using data to develop and/or evaluation programs
- 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 knowledge of populations impacted by homelessness

**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  
**HR19-0069**  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.nj.gov](mailto: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