



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Sarah Adelman
Acting Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING NUMBER	513-21	ISSUE DATE	4/9/2021	CLOSING DATE	4/23/2021
TITLE	Senior Executive Service				
LOCATION	Division of Management and Budget 222 South Warren Street Trenton, NJ 08625	RANGE	M98		
		SALARY	Commensurate with Education and Experience		
		OPEN TO	Current DHS employees		
DEFINITION	The Director of Budget and Administration assumes a position of leadership in the development, monitoring and management of the budget for the Department of Human Services. In addition, the Director is responsible for management and oversight of fiscal administration functions for the DHS central office. This position reports to the Chief Financial Officer of the Department of Human Services and is responsible for supervising the daily budget and fiscal operations of the Department with the assistance of multiple levels of staff. The Director works collaboratively with fiscal staff at the various DHS divisions to develop budget recommendations and requests for the upcoming year, as well as coordinating periodic current-year spending projections for DHS senior management and for quarterly submission to Treasury. The Director is also responsible for developing budget briefing materials and ad hoc analysis for DHS senior management as needed. The Director works creatively to ensure departmental fiscal needs are met quickly and efficiently, and works with staff to identify and pursue ideas to create budget efficiencies and cost savings across the department, including the maximization of federal funding where applicable. The Director is responsible for ensuring both current and future DHS fiscal needs are met by ensuring staff training and development activities are available.				
REQUIREMENTS					
EDUCATION	Minimum requirement of a Bachelor's degree. A Master's Degree in Business Administration, Public Administration, Accounting or related field is preferred. Candidates must demonstrate strong organizational and leadership skills, as well as budgeting and fiscal skills.				
EXPERIENCE	A minimum of seven (7) years of experience in the areas of budget, accounting and/or fiscal management, including three (3) years of experience in a supervisory capacity.				
NOTE					
NOTE FOR FOREIGN DEGREES	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
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.				
IMPORTANT NOTICE					
RESIDENCY	Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.				
NOTE	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.				
DRUG SCREENING	If you are a candidate for a position that involves direct client care in one of the Department of Human Services' hospitals or developmental centers, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your expense. Candidates with a positive drug test result or those who refuse to be tested and/or cooperate with the testing requirement will not be hired. You will be advised if the position for which you're being considered requires drug testing and how to proceed with the testing.				
FILING INSTRUCTIONS					
Forward a cover letter and resume electronically to: DHS-CO.Resumes@dhs.nj.gov You must include the Job Posting # in the subject line of your email.					

New Jersey Department of Human Services is an Equal Opportunity Employer