



Philip Murphy
Governor

Sheila Y. Oliver
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

JOB VACANCY POSTING

POSTING #: 038-21 **ISSUE DATE:** February 25, 2021
TITLE: SENIOR EXECUTIVE SERVICE **CLOSING DATE:** March 11, 2021
FUNCTIONAL TITLE: DIRECTOR OF FACILITIES MANAGEMENT AND SUPPORT SERVICES
LOCATION: Department of Children and Families (DCF)
Office of Facilities and Support Services
50 East State Street
Trenton, NJ 08625
POSITIONS: 1
DISTRIBUTION: STATE-WIDE **SALARY:** Commensurate with education and experience

SCOPE OF ELIGIBILITY: Opportunities are subject to current promotional and hiring restrictions.

The Director of Facilities and Support Services is responsible for the management of a major unit of over 100 employees supporting DCF's statewide operations. Areas of management include leased and State owned physical plants, state vehicle fleet, fixed asset inventory, land line telecommunications and support, space allocation, capital bond and Capital budget implementation, security services, emergency preparedness and the following support services: facility procurement, office supply distribution, printing services, courier services, photocopy services, waiver parking and employee identification cards, closed record applications, fingerprint records and vital statistics.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college with a Bachelor's degree. A Master's degree is preferred.

EXPERIENCE: At least five (5) years of experience in facilities management services involving property and equipment management, procurement of vehicles/equipment, non-personnel services and professional service contracts, document retention, mail and messenger services and office supply inventories, or, coordination and management of the regulatory functions associated with the licensing, inspection and evaluation of state or private facilities, including the determination of compliance of physical facility requirements, at least three (3) years of which shall have been in a supervisory capacity.

RESUME NOTE: Eligibility determinations will be based upon information presented on the resume only. Applicants who possess a degree from a college or university outside the United States must provide an evaluation of one's transcripts from a recognized evaluation service at the time of submission by the above closing date. Failure to do so may result in your ineligibility.

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.

Electronic Filing:

Forward a cover letter and resume in PDF format, saving all PDFs by your Last Name, First Name to:

Job.Posting@dcf.nj.gov

Include the Job Posting # in the subject line of your email

The Department of Children and Families is an Equal Employment Opportunity Employer and is committed to fostering a respectful and inclusive work environment which reflects the diversity of the state we serve.