



NEW JERSEY DEPARTMENT OF CHILDREN AND FAMILIES

Philip Murphy
Governor

Tahesha L. Way, Esq.
Lt. Governor

Christine Norbut Beyer, MSW
Commissioner

JOB VACANCY POSTING

POSTING #: 139-25 **ISSUE DATE:** March 17, 2025

TITLE: **GOVERNMENT REPRESENTATIVE 1 (UNCLASSIFIED)** **CLOSING DATE:** March 31, 2025

FUNCTION: **PROJECT MANAGEMENT OFFICE DIRECTOR**

LOCATION: Department of Children and Families (DCF)
Office of Project Management
50 East State Street
Trenton, NJ 08625

POSITIONS: 1 **SALARY:** Commensurate with education and experience.

DISTRIBUTION: STATE-WIDE

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

SPECIAL NOTE: This position may be eligible to work remotely for up to two days in a calendar week.

Overview: The Department of Children and Families Project Management Office (PMO) provides project support for Information Technology (IT) initiatives. The PMO uses a best practice approach to introduce and deliver projects, which includes project management – the application of knowledge, skills, tools, and techniques to meet project requirements and ensure that projects are executed effectively and efficiently, while assuring delivery on time and within budget. This office operates in alignment with Project Management Institute (PMI) guidelines, quality standards, and department requirements.

Role Summary: The PMO Director works with Department executives, program and operation leaders, and the IT governance committees to develop and implement information management initiatives. This role directs project management staff and oversees the project management processes including governance, monitoring, prioritization, communication, and quality controls for IT projects.

Job Responsibilities:

- Coordinate project intake and prioritization processes by tracking project requests, organizing the assessment of new projects, and the collection of project prioritization scores.
- Monitor projects, programs, and portfolio to ensure compliance with project policies and standards, as well as keeping schedules, budgets, and quality expectations.
- Develop and monitor the use of project management processes, dashboards, templates, policies, and metrics.
- Identify project, program and portfolio priorities, deal with challenges and communicate risks and opportunities.
- Allocate PMO team members across projects according to priorities, schedules, and budgets.
- Manage IT program and portfolio deliverables and tasks.
- Monitor PMO team member performance, and coach and mentor team.
- Collect project status metrics, risks, and issues for projects and report to IT governance committees and executives.

REQUIREMENTS

EDUCATION: Possession of a bachelor's degree from an accredited college or university and a Project Management Professional (PMP) or similar certification preferred.

EXPERIENCE: Five (5) years of professional experience as a project manager.

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 NOTICES

PUBLIC SERVICE LOAN FORGIVENESS: As a prospective employee of the State of New Jersey, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at StudentAid.gov/PSLF.

SAME APPLICANTS: If you are applying under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: CSC-SAME@csc.nj.gov, or call CSC at (609) 292-4144, option 3.

RE-EMPLOYMENT LISTS: Applicable special re-employment list established as a result of a layoff will be used before any appointments are made.

UNIT SCOPE: Any appointments made from postings which involve movement between unit scopes may result in a forfeiture of rights to any promotional list in a former unit scope.

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 as a **single PDF document**, saving the file 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.