



\*AMENDED JOB VACANCY POSTING

POSTING #:	131-25	ISSUE DATE:	March 11, 2025
TITLE:	GOVERNMENT REPRESENTATIVE 1 (UNCLASSIFIED)	CLOSING DATE:	March 25, 2025
FUNCTION:	Director of Office of Emergency Management		
LOCATION:	Department of Children and Families 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 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.

DEFINITION: The mission of the Office of Emergency Management (OEM) is to ensure a coordinated, efficient response to emergencies that impact DCF’s operations, staff, and the children and families we serve. This position will lead efforts in emergency preparedness, disaster recovery, and business continuity planning across the department, ensuring alignment with federal and state emergency management protocols.

Key responsibilities include:

Strategic Leadership & Compliance

- Develop and implement comprehensive emergency response plans, including the DCF Disaster Plan and Continuity of Operations Plan (COOP).
- Ensure department-wide compliance with the National Incident Management System (NIMS) and Federal Emergency Management Agency (FEMA) requirements.
- Oversee regulatory reporting related to emergency preparedness at the federal, state, and local levels.
- Emergency Preparedness & Response Coordination
- Conduct and oversee vulnerability and risk assessments to evaluate DCF’s emergency readiness.
- Establish and maintain emergency notification systems and interoperable communication frameworks to ensure rapid response during crises.
- Serve as the primary liaison between DCF and agencies such as NJOEM, FEMA, NJSP, and the Office of Homeland Security.
- Develop and implement emergency response drills and exercises tailored to DCF facilities and operations.

Training & Development

- Oversee and coordinate emergency preparedness training for DCF personnel, ensuring staff are equipped with the necessary skills to respond effectively to emergencies.
- Monitor and ensure completion of NJOEM, FEMA, and Incident Command System (ICS) training for department personnel.
- Operational Oversight & Continuous Improvement
- Supervise OEM daily operations, including crisis response coordination, policy development, and emergency resource allocation.
- Develop and maintain the DCF/OEM webpage as a centralized resource for emergency management information and training materials.
- Conduct post-incident reviews to evaluate response effectiveness and integrate lessons learned into future planning.
- Provide periodic reports and briefings to executive leadership on emergency preparedness initiatives and progress.

Facilities & Safety Management

- Ensure that all DCF facilities have up-to-date emergency evacuation plans and contingency strategies.
- Review and coordinate emergency security measures to safeguard staff and clients during high-risk situations.

\*REQUIREMENTS

NOTE: Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Minimum of nine (9) years of experience in a comprehensive disaster/emergency management position; demonstrated knowledge of protection against, preparedness for, response to, recovery from and mitigation from large scale

disasters or emergency incidents. Held a role in a declared disaster or major public event or exercise utilizing an Incident Action Plan.

OR

Graduation from an accredited college or university with a Bachelor's degree. Minimum of five (5) years of experience in a comprehensive disaster/emergency management position; demonstrated knowledge of protection against, preparedness for, response to, recovery from and mitigation from large scale disasters or emergency incidents. Held a role in a declared disaster or major public event or exercise utilizing an Incident Action Plan.

**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](https://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](mailto: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](mailto: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.**