



**JOB OPPORTUNITY
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**



THIS POSTING IS ONLY OPEN TO THE FOLLOWING:

- Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions
- Interested individuals who meet the stated requirements

Issue Date: September 17, 2021

Posting No.: 350-21

TITLE: Division Director (Senior Executive Services) **SALARY:** \$126,500.00

LOCATION: Central Office, Office Community Engagement and Reentry Initiatives - Trenton NJ

JOB DESCRIPTION: Under the direction of an Assistant Commissioner of the Division of Programs and Community Services, provides direction and leadership for various programs to include NJ Local, Empowered, Accountable and Determined (NJLEAD), Providing Access to Community Employment (PACE) and Volunteer Services to develop strategic partnerships between corrections and the community. Ensures the establishment of formalized community memorandums of agreements/understanding with community-based agencies for the provision of evidence-informed post-release wrap around interventions that are matched to offender risks and needs and aid in a successful transition from corrections to becoming productive, reliable, and law-abiding citizens. Works with local Chamber of Commerce’ and businesses to increase employment opportunities for persons formally incarcerated. Liaisons with local faith-based entities for the provision of reentry services. Continually assess best practices and current trends to develop innovative programs designed to meet the ever changing needs of the inmate population. Plans, develops, and implements policies, procedures, and strategies for achieving the Department’s strategic plan for successful offender reintegration. Does related work as required.

REQUIREMENTS

EDUCATION: Graduated from an accredited college with a Bachelor’s degree (Master’s degree in Criminology, Public Administration, Social Work, Sociology, Counseling, Public Administration, Psychology, or related subject of study preferred).

EXPERIENCE: Six (6) years of professional experience in community organizing, program development, monitoring, grant funding and operations; three (3) years of which shall have been in a supervisory capacity.

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.

PLEASE INCLUDE RESUME AND COPY OF TRANSCRIPTS (UNOFFICIAL COPIES ARE ACCEPTABLE) IN YOUR RESPONSE. POSTING TITLE AND NUMBER MUST BE INCLUDED IN THE SUBJECT LINE OF YOUR E-MAIL. ALL ATTACHMENTS MUST BE SENT IN PDF OR WORD FORMAT ONLY. ADDITIONALLY, YOU MUST PROVIDE YOUR E-MAIL ADDRESS. TO BE CONSIDERED, RESPONSES MUST BE POSTMARKED NO LATER THAN OCTOBER 1, 2021.

Forward Response To: Elizabeth Whitlock, Director
Office of Human Resources
New Jersey Department of Corrections
P.O. Box 863
Trenton, New Jersey 08625-0863

Emailed resumes are to be sent only to: Bonnie.Lutz@doc.nj.gov