

Please Post

23 October, 2014 (Amended)

NOTICE OF VACANCY

TITLE: Management Specialist

JOB STATUS: Full time – 40 hours/week

DEPARTMENT: Department Environmental and Public Health Services

DATE OF VACANCY: Currently available

SALARY RANGE: \$76,491 to \$113,715 (Non-Represented NR-14)

CLOSING DATE FOR APPLICATIONS: November 3, 2014

TENTATIVE START DATE: To be determined

REQUIREMENTS:

Education:

Graduation from an accredited college or university with a Bachelor's degree plus Masters degree

Note: Applicant's who do not meet the above educational requirement may substitute additional experience as described below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

Experience:

Two years (2) of experience in the review, analysis, and evaluation of budget, organization, and administrative practices and recommending improved methods, and/or administrative experience in varied phases of business, industrial, or government involving the organization, direction, planning, coordination, or control of programs or activities plus three (3) years experience as a Chief Registered Environmental Health Specialist.

License:

Applicants must possess a current valid license as a New Jersey Health Officer from the New Jersey State Department of Health.

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.

JOB DUTIES:

Under direction, assists the principal executive or administrative officer in the performance of managerial duties; does other related work as required.

RETURN COMPLETED APPLICATIONS TO: (on Standard County Application Form)

Office of Employee Services
Sussex County Administrative Center
One Spring Street
Newton, NJ 07860