

## NOTICE OF VACANCY

October 23, 2014

**JOB TITLE:** **SUPERVISING PROGRAM DEVELOPMENT  
SPECIALIST, COMMUNITY SERVICES**

**JOB STATUS:** Full time, 40 hours/week; classified, non-represented

**DEPARTMENT/DIVISION:** Department of Human Services

**PHYSICAL LOCATION:** Sussex County Administrative Center

**DATE OF VACANCY:** Current

**SALARY RANGE:** Non-Represented Job Range 10 (\$51,772 to \$77,980)

**CLOSING DATE FOR APPLICATIONS:** November 3, 2014

**TENTATIVE START DATE:** to be determined

### **MINIMUM REQUIREMENTS:**

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

**NOTE:** Applicants who do not meet the above educational requirements may substitute additional work experience as described below on the basis of one (1) year of experience being equal to thirty (30) semester hour credits.

Four (4) years of experience in the development of programs designed to solve the socioeconomic needs of residents of the state and/or local communities which shall have included responsibility for the research, negotiation, and/or writing of proposals for community service programs.

**NOTE:** Graduation from an accredited college or university with a Master's degree with concentration in the field of human or social services may be substituted for one (1) year of the above experience.

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, has charge of and is responsible for the work of a community service planning staff engaged in the development, design, and implementation of community service programs; does related work as required.

Prepares confidential financial, statistical and program reports, containing findings, conclusions and recommendations related to staff and clients involved in human service programs.

Implements client direct services.

Coordinates the purchase, monitoring and evaluation of all contracted programs and services to ensure that such services are provided in accordance with the terms of the contract.

Coordinates the Sussex County Human Services Advisory Council and other advisory committees required by granting agencies/programs.

Develops grant budgets to include salary, benefit costs and recommends allocations across funding agencies.

Reviews confidential reports that include client and staffing personnel data and makes recommendations based on findings.

Functions as Department representative on County and State Advisory Bodies.

Provides administrative and technical consultation to professionals engaged in implementation of program operations.

Develops, designs, and implements community service programs.

Develops and establishes new and revised work methods.

Reviews and evaluates employees work performance.

Plans work schedules and sequence of operations on a weekly, project, or longer basis to ensure an even flow and distribution of work and the meeting of schedules and deadlines.

Develops and carries out the policies and procedures necessary in maintaining and/or expanding social service projects for the community.

Interprets the planning, organization, philosophy, and objectives of the organization to the community.

Establishes and maintains cooperative relationships with other agencies.

Trains and supervises subordinates and provides them with advice and assistance.

Evaluates and recommends policies concerning the practicality and feasibility of new and supplementary programs.

Attends meetings and prepares suitable and comprehensive reports.

Directs the establishment and maintenance of complete records of planning activities.

### **SKILLS REQUIRED:**

Knowledge of federal and state programs relating to the field of human and social services, community action, and other areas.

Knowledge of current programs offered by foundations and private organizations to deal with community projects.

Knowledge of methods and procedures used in submitting funding proposals to the federal government and/or private foundations.

Knowledge of the socioeconomic and other problems and needs of local communities.

Knowledge of effective methods of supervision.

Ability to do the research in connection with and to assist in the submission of proposals for projects to assist communities in meeting the needs of their residents.

Ability to evaluate community needs.

Ability to analyze and evaluate community resources and available services designed to meet the needs of local residents.

Ability to assist in the preparation of detailed application for federal grants.

Ability to collect information and develop plans to meet the human service needs of the community.

Ability to comprehend and interpret federal, state, and private foundation regulations for submitting applications.

Ability to establish and maintain cooperative work relationships with associates in the department and state and federal agencies involved in the human or social service fields.

Ability to assist in compiling studies and surveys and preparing first draft reports as foundations for assessing community needs.

Ability to prepare official correspondence and clear, technically sound, accurate outlines for reports.

Ability to maintain essential records and files.

Ability to give advice, instructions, and guidance to other employees and to evaluate their work performance.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

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

Office of Employee Services

Sussex County Administrative Center

One Spring Street

Newton, NJ 07860