

# **NOTICE OF VACANCY**

**November 19, 2015**

JOB TITLE: CONFIDENTIAL ASSISTANT

JOB STATUS: Full time 40 hrs/wk; Unclassified/Non Represented

DEPARTMENT/DIVISION: Department of Engineering & Planning  
Division of Public Works, Office of Roads

PHYSICAL LOCATION: One Spring Street, Newton NJ 07860

DATE OF VACANCY: Current

SALARY RANGE: \$69,379 to \$109,347 (NR-13)

CLOSING DATE FOR APPLICATIONS: November 29, 2015

TENTATIVE START DATE: To be determined

## **Job Duties:**

Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training staff; planning, assigning and directing work; establishing deadlines; rewarding and disciplining employees; and addressing complaints and resolving problems.

Assists the Director in managing work operations of staff and other organizations to assure quality, cost control and meeting planned, predictive, and preventative maintenance goals and objectives.

Assists the Director with the preparation of the budget, including recommending amendments and other revisions; determining resource needs and allocation of resources; monitoring effective use of public funds, personnel, equipment and supplies, and ensuring expenditures, as approved, are within budget.

Inspects road projects and provides advice and assistance, as needed; inspects personnel to assure appropriate safety equipment and procedures are being used.

Prepares complex, routine and non-routine reports as requested; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; and relays and interprets administrative decisions, policies and instructions.

## **Education and Experience:**

Two (2) years of supervisory experience in work involving the construction, repair, and maintenance of roads.

Required to possess a CDL driver's license valid in New Jersey only if the operation of a vehicle, rather than employee ability, is necessary to perform essential duties of the position.

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

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