

Please Post

NOTICE OF VACANCY

June 23, 2015

TITLE: **ADMINISTRATIVE SUPERVISOR OF FAMILY SERVICES**

JOB STATUS: Full time 40 hours/week, Classified, Non-Represented

LOCATION: 83 Spring Street Suite 203, Newton, NJ 07860

DEPARTMENT/DIVISION: Department of Human Services, Division of Social Services

DATE OF VACANCY: June 23, 2015

SALARY RANGE: \$69,379 to \$109,347

CLOSING DATE FOR APPLICATIONS: July 3, 2015

TENTATIVE START DATE: To be determined

MINIMUM REQUIREMENTS:

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

EXPERIENCE:

Four (4) years experience, two (2) of which shall have been in a supervisory capacity in any one of the following areas: (1) gathering social and other information from clients, determining their needs and planning and executing a prescribed plan of treatment or service; (2) examining, adjusting and determining or authorizing eligibility for cash awards or benefits; or (3) in the review, analysis, evaluation, and implementation of public assistance programs.

NOTE: A Master's degree in Social Work may be substituted for one (1) year of non-supervisory experience.

NOTE: Applicants who do not possess the required education may substitute experience as indicated on a year-for-year basis.

JOB DUTIES:

Under direction of a Director or other administrative officer, is responsible for the development and supervision of social service and income maintenance programs administered by a County Welfare Agency; does other related work.

RETURN COMPLETED APPLICATIONS TO (on Standard County Application Form)

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