

NOTICE OF VACANCY

TITLE: **DIVISION HEAD, EMPLOYEE SERVICES
(CENTRAL ADMINISTRATION)**

JOB STATUS: Unclassified, Non-Represented

LOCATION: One Spring Street, Newton, NJ

DIVISION/DEPARTMENT: Department of Central and Shared Services
Division of Central Administration

SALARY RANGE: \$92,976 to \$146,652

CLOSING DATE FOR APPLICATIONS: September 10, 2017

TENTATIVE START DATE: To be determined

MINIMUM REQUIREMENTS:

Bachelor's degree from an accredited college or university, five years of supervisory personnel experience, two years of which shall have included responsibility for a major public or private industry personnel program.

Excellent verbal, written and oral communication skills with strong interpersonal skills required.

Appointees will be required to possess a driver's license valid in New Jersey.

JOB DUTIES:

To serve as the chief human resource administrator responsible for the overall human resources function in the County.

Will direct and supervise the activities of the Division of Employee Services and act as liaison between the County and the NJ Civil Service Commission.

RETURN COMPLETED APPLICATIONS (or RESUME) TO

(Standard County Application Form is located at the following address or www.sussex.nj.us):

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