

**Please Post**  
November 10, 2021

**NOTICE OF VACANCY**

**TITLE:** Deputy Director of Human Services

**JOB STATUS:** Full time 40 hours/week – Non-represented

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

**LOCATION:** One Spring Street  
Newton, NJ 07860

**SALARY RANGE:** \$108,785

**CLOSING DATE:** November 26, 2021

**TENTATIVE START DATE:** to be determined

**MINIMUM REQUIREMENTS:**

**EDUCATION:**

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

**EXPERIENCE:**

Four (4) years of experience in the administration and/or planning, organization and coordination of human services programs including responsibility for supervision of staff.

**NOTE:** Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**LICENSE:**

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 the direction of a department head or other executive level officer, functions as the Director of Human Services, assists in the planning, organization, and coordination of the functions, programs and activities of the organization; does other related duties.

- Plans, organizes, administers or contracts various department programs to meet the needs of the county.
- Develops and prepares the organizations budget.
- Evaluates the effectiveness of programs financed or administered by the county.
- Coordinates planning efforts with those of other units, agencies, or organizations.
- Establishes and maintains cooperative working relationships with other organizations and groups interested or involved in the work of the department.
- Provides assignments and instructions to staff and supervises their work performance.
- Establishes guidelines for the effective delivery of services.
- Prepares reports and correspondence.
- Will be required to learn and utilize various information systems used by the agency office or related units.
- Other duties as required.

**RETURN COMPLETED APPLICATIONS TO (On Standard County Application Form available at [sussex.nj.us](http://sussex.nj.us))**

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

Fax: 973-579-0355

Email: [employeeservices@sussex.nj.us](mailto:employeeservices@sussex.nj.us)

The County of Sussex provides Equal Employment Opportunities to all applicants regardless of race, creed, color, ancestry, sex, age, disability, marital status, national origin, atypical, hereditary, cellular or blood trait, or on the basis of affectional or sexual orientation.