

# Please Post

March 14, 2024

## NOTICE OF VACANCY

**TITLE:** PROGRAM SPECIALIST 2

**JOB STATUS:** Full Time – 40 hours/week

**DEPARTMENT/DIVISION:** Health & Human Services  
Community & Youth Services

**STARTING SALARY:** \$59,059 (CWA14, 0002)

**CLOSING DATE:** Until Filled

**START DATE:** To be determined

### **JOB DUTIES:**

Under the limited supervision of a Program Specialist 3 or 4, or other supervisory official in a state department, institution or agency, or in a local jurisdiction, takes the lead over professional and/or technical staff engaged in substance use/misuse program activities; performs professional, administrative and analytical work to promote the planning, operation, implementation, monitoring and evaluation of various substance use/misuse programs and services administered by the Department of assignment; conducts the research and field work necessary to meet the needs of the appropriate state and/or local public or private agencies; researches substance use/misuse funding sources, develops and reviews grant applications, and writes proposals; conducts surveys or other studies to help identify substance use/misuse program needs; researches, collects, and disseminates information regarding assigned substance use/misuse program(s); serves as the substance use/misuse program liaison to a variety of parties including federal, State and local government officials and provider; reviews, analyzes and prepares written materials such as letters, reports, correspondence and other documents related to these functions; prepares charts, tables, and/or other graphic representations needed for the planning, operation and implementation of substance use/misuse program activities; does other related work.

### **MINIMUM REQUIREMENTS:**

#### **EXPERIENCE:**

Applicants must meet one of the following or a combination of both experience and education. Thirty (30) semester hour credits are equal to one (1) year of relevant experience.

Six (6) years of professional experience in planning, monitoring, coordinating, implementing, modifying, and/or evaluating agency programs and services.

#### **OR**

Possession of a bachelor's degree from an accredited college or university; and two (2) years of the above-mentioned professional experience.

#### **OR**

Possession of a master's degree from an accredited college or university in a discipline appropriate to the position; and one (1) year of the above-mentioned professional experience.

**LICENSE:** Appointee 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.

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### **RETURN COMPLETED APPLICATIONS AND RESUME TO:**

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

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

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

Fax: 973.579.0355

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.