



COUNTY OF SOMERSET

ISSUE DATE: 09/15/2017

POSITIONS AVAILABLE LISTING

For Additional Information Contact

DIVISION OF HUMAN RESOURCES

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HUMAN RESOURCES DIVISION

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
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RUTGERS CO-OPERATIVE EXTENSION

Administrative Assistant I

0007300045C

09C

\$29,470

9/15/2017

\$36,838

(35 hours)
N

CLOSING
DATE
9/29/2017

Position Summary: Incumbent will provide the administrative and clerical support primarily for the 4-H Youth Development Program of Rutgers Cooperative Extension (RCE) of Somerset County. Critical skills include the ability to handle diverse responsibilities with minimal supervision, meet numerous deadlines and multitask in a fast paced environment. Incumbent will effectively interact with the public and volunteers and work as a team member. Incumbent must possess excellent computer, organizational, and bookkeeping skills. Time management is essential. Incumbent will utilize high level secretarial, research and critical thinking skills and maintain confidentiality.

Responsibilities: Perform administrative duties as determined by supervisor. Create accurate correspondence in a timely manner; maintain electronic and paper files; create mass mailings or distributions and maintain distribution lists. Validate volunteer and program participant information in a national 4-H database. Assist in creation of marketing materials and newsletters. Handle daily correspondence and phone calls for 4-H and/or RCE. Greet clientele and appropriately handle difficult or disagreeable individuals. Manage multiple deadlines and projects. Answer questions in accord with 4-H, RCE and County policy. Responsible for meeting or event arrangements including participant registration and confirmation, facilities, food and beverage and preparation of participant or instructor materials. Summarize and tabulate responses to surveys and program evaluations in a database. Works as a RCE team member in support of all RCE. All other duties as assigned.

Requirements: High School diploma or equivalent; professional administrative training preferred. A minimum of two years of clerical experience with excellent computer skills in MS Office Suite and software packages; ability to use online database management programs; proficient in electronic and ledger bookkeeping as well as time management and organizational skills. Incumbent must have the ability to handle diverse responsibilities and multiple deadlines with minimal supervision. Incumbent must have the ability to be tactful and maintain a pleasant attitude when dealing with the public and volunteers. Must read, write, and speak English sufficiently to perform the duties of this position. Incumbent must have the ability to work as part of a team and have the ability to be a project leader when called upon.

MENTAL HEALTH

Substance Abuse Counselor

0006161663B

13B

\$41,325

5/12/2017

\$51,656

(37.5 hours)
E

CLOSING
DATE
9/29/2017

Responsibilities: Position provides individual, family, and group psychotherapy, and case management as appropriate to primarily Somerset County residents in order to help them clarify and resolve problems associated with co-occurring alcohol or other drug abuse/dependence and a diagnosable psychiatric conditions. Documents clinical activity per agency policy. Contributes to agency performance improvement efforts to assure ethical and effective treatment in accordance with state regulations and accrediting body standards. Provides services in both the CARE Program and to clients receiving traditional outpatient services.

Requirements: Master's degree in Social Work, Counseling, or equivalent is required, as is an LAC or LSW and additional relevant experience. LCADC, LCSW, LPC, Bilingual preferred. Acceptance of employment contingent upon passing a criminal background check & pre-employment physical/drug screen.

**Candidates with lived experience in mental health and/or substance use disorders and in recovery are encouraged to apply.*

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
PURCHASING	Purchasing Specialist	0001601294C	13C	8/25/2017
	<p>Position Summary: Under direction performs responsible and complex work involved in the procurement of goods and services by Formal Bids, Fair & Open RFP's, Competitive Contracts and Formal Quotes. Incumbent must exhibit the ability to work under pressure and strict deadlines and able to multi-task. Incumbent must establish and maintain harmonious working relationship with fifty plus department/division contacts, end users and vendors. Incumbent process information both written and oral efficiently, accurately and rapidly.</p> <p>Responsibilities: Incumbent will be responsible for providing guidance in the preparation of specification development, proposal evaluation, award recommendation, quality assurance and execution of contract awards. Incumbent will maintain current knowledge of industry information for assigned services and contracts. Assist in the development of bid/RFP packages. Review specifications/scope of work prepared by the end users. Ensure specifications are competitively drawn and contain an accurate and clear description of the goods/services being requested. Develop bid specifications when requested to do so by the Purchasing Agent. May advise when necessary the use of NJ State Contracts and Cooperative contracts. Incumbent will resolve complaints when necessary as well as rendering assistance when difficult and unusual situations arise. Incumbent will prepare all purchasing related correspondence as it pertains to assigned solicitation of Formal Bids, Fair & Open RFP's, Competitive Contracts, Formal Quotes and related notices. Assist with the review and analyze requisitions before submission to the Purchasing Agent. Requisitions are checked for compliance with the New Jersey Local Public Contracts Law and Rules, County policies and relevant statues and regulations. Additional duties and responsibilities may be added on an as needed basis in regards to the Somerset County Park Commission and Somerset County Cooperative Pricing System.</p> <p><i>Requirements: Graduation from an accredited college or university with a Bachelor's degree (applicants who do not meet education requirements may substitute additional experience in public administration or related field on a year for year basis). Two (2) years of government experience related to technical, clerical experience in assisting professional staff in the purchase of equipment and supplies, or in maintaining purchasing records. Incumbent must have the ability to comprehend and apply statutory and regulatory requirements to public contracting; ability to establish and maintain working relationships with vendors, fifty division contracts and end users. Incumbent must have the ability to work under pressure with multiple tasks and deadlines. Incumbent must possess Registered Public Procurement Specialist (RPPS) certification or in the process of completing requirements within two (2) years. Excellent communication, written, oral and solid customer service skills, as well as the ability to effectively communicate with County officials and vendors/contractors. Incumbent must be detail oriented and able to work with various filing systems. Possess proficiency in Microsoft Office Suite.</i></p>		<p>\$38,570 \$48,213</p> <p>(35 hours) E</p>	<p>CLOSING DATE 9/29/2017</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>PUBLIC SAFETY RADIO</u>	<p><u>Dispatcher II</u></p> <p>Position Summary: Position works under close supervision as a trainee and probationary employee, receives and responds to telephone or other electronic requests for emergency assistance including law enforcement, fire, medical, hazardous materials, animal rescue or other emergency services and/or dispatches appropriate units to response sites.</p> <p>Responsibilities:: Incumbent receives telephone or other electronic requests for assistance via the 9-1-1 emergency number. Incumbent will be trained to obtain, verify and record location of emergency, name of caller, nature, severity and current status of the emergency and obtains any other appropriate information needed to secure a full assessment of the circumstances. Incumbent will be trained to operate automatic number identification (ANI), automatic location information (ALI), telecommunications devices for the deaf (TTY/TDD), or other electronic devices to obtain and verify required data. Incumbent maintains a reassuring, calming manner with callers to obtain required information; while encouraging emergency callers to stay on the line. Incumbent will be trained to utilize video display terminal or computer oriented or radio equipment to receive, monitor, record, summarize and/or transmit data relating to the emergency. Incumbent will be trained to utilize radio, telephone and computerized or other electronic equipment to dispatch specific law enforcement, fire or medical units to the scene of an emergency based on the pre-established response plans; seeks guidance from supervisory personnel when circumstances warrant significant deviation from pre-established response plans. Incumbent may assist in maintaining and facilitating communication with responding units by receiving and relaying information including confidential information to authorized personnel. Incumbent may make entries, inquiries, cancellations and modifications of records in various systems and databases such as the National Crime Information Center (NCIC) and State Crime Information Center (SCIC), Stolen Vehicle file, Stolen License Plate File, Stolen-Missing Gun File, Stolen Article Fire, Wanted Person File, Stolen or Embezzled or Counterfeited or Missing Securities File, Stolen Boat File, hazardous material databases and hospital status files. Incumbent will be trained to maintain the official station record and/or the daily log of all incoming and outgoing communications. Incumbent will receive training in the activation of emergency alert systems such as bells, sirens, beepers and tone-activated devices. Incumbent will prepare reports and statistical data.</p> <p><i>Requirements: High School diploma or equivalent; must possess effective telephone skills. Offer of employment contingent upon passing a written test, psychological test, interview process; drug screen and criminal background check. Only applicants with a minimum of 1 to 2 years of experience in Emergency Dispatch and/or Emergency Services including, police, fire, and or EMS will be considered. Incumbent must have the ability to establish and maintain working relationships with employees, agencies and the general public and the aptitude to function as part of a team. Incumbent must be able to work a flexible schedule, including evenings, weekends and holiday hours. Valid NJ Driver's license. Position requires the incumbent to have good listening skills and the ability to focus in a fast-paced, stressful working environment. Incumbent must be detail oriented and have the ability to produce work that is consistently accurate within critical time constraints which is essential to the proper performance of this position. Preferred: Proficient in Microsoft Office applications and experience in electronic and social media a plus. Knowledge of Somerset County Emergency Services preferable.</i></p>		<p>\$42,600</p> <p>(40 hours) N</p> <p>Creating applicant pool</p>	8/11/2017

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>FACILITIES AND SERVICES</u>	<p><u>Electrician</u></p> <p>Position summary: Position responsible for the installation, inspection, repair, servicing and maintenance of electrical equipment, appliances, machinery and circuits used for generating; distributing and utilizing electrical energy.</p> <p>Responsibilities: Position inspects and repairs, maintains and/or installs electrical wiring, fixtures, appliances, motors, emergency generators, fire alarms, HVAC and other equipment, pumps, power circuits, controllers of machines and elevators. Position installs, maintains, inspects, repairs and services high and low tension power and light feeders, generating and control equipment, relays, transformers, motors, pumps, switches, outlets, signal systems and other electrical wiring, cables, fixtures and appliances of varied types. Position may use various types of test equipment such as ammeters, voltmeters, and ohmmeters. Position makes emergency electrical repairs; trouble shoots malfunctions and breakdowns; inspects work in progress and completed work for defects, fire hazards or other unsafe conditions. Position works from electrical schematics, plans and specifications in accordance with established procedures; plans and lays out the routing, placement, type, size gauge, balance, load, continuity and proper and safe operation of electrical lines, circuits, systems, equipment and controls. Position prepares estimates of labor, materials and equipment needed for completion of work projects; requisitions, stores, safeguards, electrical equipment, materials and supplies. Position maintains records of equipment used, work done, and time spent. Position may be assigned work of other crafts, as needed or in an emergent situation. Shovels snow and/or operates equipment used in snow removal.</p> <p><i>Requirements: High School diploma or equivalent. Three (3) years of experience. Must possess knowledge of National Electric Code; knowledge of the nomenclature of various types of conduits and fittings, cables, insulators and other electric equipment. Must have the ability to read and interpret plans, specifications, and diagrams. Ability to read, write and speak English sufficiently to perform the duties of the position. Valid NJ Driver's License with Class B CDL required or ability to obtain CDL within 6 months of employment & acceptable driving record per county standards; no more than 1 DUI conviction within past 10 years; no reckless driving convictions within past 3 years; no more than 9 current points; investigation of any fatal accident or revocation of driving privileges. Acceptance for employment contingent upon passing federally mandated pre-employment drug testing.</i></p>	<u>0001650566A</u>	<p>\$49,928</p> <p>(40 hours) N</p>	<p>5/12/2017</p> <p>CLOSING DATE 9/29/2017</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
ROADS	<p>Public Works Floater</p> <p>0004511310A</p> <p>POSITION SUMMARY: This is a floating position and may be assigned job duties and/or shifts in any division within the Department of Public Works. This position will be responsible for various different job tasks and functions throughout the Department of Public Works. This position is assigned to a division on a daily basis and will perform and/or assist different job titles on a continuous basis. This position is defined as an Essential Employee; the definition of an Essential Employee is an employee who is indispensable to the emergency service function of his or her employing division or department and is required to assist the department or division in meeting its operational needs.</p> <p>Responsibilities: Position may assist Engineering by logging contractor activity at county worksites. Position may assist Recycling Maintenance Workers with duties such as removing and/or installing belts, hydraulic cylinders and electric motors. Position may assist Mechanics and Parts Person with duties such as servicing and/or repairing equipment and picking up and/or delivering parts. Position may assist Plumbers, Electricians and Carpenter's with duties such as carrying pipe, cutting wood and pulling electrical wire. Position maintains services, cleans and makes minor repairs of tools and equipment to ensure it is kept in good mechanical working condition such as spreader motors, chainsaws, pole saws and other gas powered equipment. Operates or assists in the operation of motorized and mechanical equipment such as lawn mowers, jack hammers, electric saws, gas saws, electric drills, tampers, chainsaws, pole saws, post pounders, nail guns, and weed whackers. Position may perform Motor Coach and Mini Bus duties such as driving a bus, assisting clients on and off of the bus and maintaining a daily travel log and vehicle manifest. Position may perform Curbside Resource Recovery Worker and Resource Driver duties such as picking up and dumping recycling buckets; climbing on and off of vehicles. Position may perform Facilities Attendant, Painter, Mailroom Clerk, Maintenance Worker and Grounds Worker duties such as moving furniture, painting, delivering mail and providing guidance to visitors. Position may perform Home Delivered Meal, In-Home Service Worker and Transportation Aide duties such as carrying meals to entrances of households, performing wellness checks, driving clients to medical appointments and assisting clients in and out of vehicles as needed. Position may perform proper pre-trip inspections of vehicles as per C.D.L. requirements. Position may perform Road Worker and Bridge Worker duties such as driving trucks and manual labor required to patch potholes, trim trees, clean ditches, maintain vegetation and install pipe. Position may shovel snow and/or operates equipment used in snow removal. Position may perform other related duties in the Department of Public Works as required. Position must complete and pass National Safety Council Defensive Driving Course (DDC) and must be able to retain certification. Position must complete and pass the Community Transportation Associations Passenger Assistance Safety & Sensitivity (PASS) course and must be able to retain certification. Position performs under hazardous working conditions within facilities and on and off the roadway as required. Must be able to follow oral and written directions and maintain work order records. Position must be able to work with individuals who might possess multiple disabilities. The incumbent works overtime as required.</p> <p><i>Requirements: Valid NJ CDL Class A with a Passenger endorsement and air brake restriction removed or the ability to obtain within 3 months of transfer. Acceptable driving record as per County standards: no more than 6 current points; no DUI convictions within past 10 years; no reckless driving convictions within past 3 years; the county will investigate the circumstances of any fatal accident or revocation of driving privileges on record. No record of positive drug and/or alcohol from former employers in the past 3 years. Ability to operate hand and power tools safely and take safety precautions in performing the work. Incumbent must have the ability to assist skilled and unskilled labor; ability to work independently; knowledge of standard tools, materials, methods, practices, occupational hazards and safety. Physical Strength Rating Assessment as per Dictionary of Titles of Very Heavy Work the definition of Very Heavy Work is exerting in excess of 125 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. Physical demand requirements are in excess of those for Heavy Work. Acceptance of employment contingent on passing a pre-employment physical and DOT mandated drug screen.</i></p>		<p>\$40,326</p> <p>(40 hours) N</p>	<p>8/25/2017</p> <p>CLOSING DATE 9/29/2017</p>
			Creating an applicant pool	

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>SHERIFF ID BUREAU</u>	<p><u>Civilian Identification Officer</u> <u>0003010755D</u></p> <p>Position Summary: Primary responsibility of the Civilian Identification Officer is fingerprinting and photographing all persons committed to the Somerset County Jail. The position also fingerprints and photographs employees in the Sheriff's Office, Prosecutor's Office, 9-1-1 Communications Center, NJ Judiciary (Somerset, Hunterdon, and Warren Counties), and children in various Somerset County school districts. The incumbent classifies and verifies all fingerprints of individuals entering the Somerset County Jail as well as individuals arrested by local police departments.</p> <p>Responsibilities: Incumbent will classify and verify all fingerprints of individuals entering the Somerset County Jail as well as individuals arrested by local police departments. Incumbent will maintain the J-Smart database to track threats against judges, government officials, and government facilities. Incumbent will utilize a fingerprinting system to classify, search, retrieve and verify fingerprint cards. Incumbent will fingerprint and photograph new and current employees in the County, Sheriff's Office, Prosecutor's Office, 9-1-1 Communications Center, and NJ Judiciary (Somerset, Hunterdon, and Warren Counties) and children in various Somerset County school districts as part of the National Child Identification Program. Incumbent will classify photographs in accordance with classification guidelines and searches records for proper identification. Incumbent will run queries on various criminal justice system databases for warrant information. Incumbent will be responsible for countywide compliance of the collection of DNA swab samples from individuals sentenced to 1st, 2nd, 3rd, or 4th degree crimes as well as certain disorderly offenses as mandated by the State of New Jersey. Incumbent will post criminal charges and dispositions in individual files. Incumbent will enter wanted persons in the State Crime Information System (SCIS) in conjunction with the Sheriff's Office Detective Bureau. Incumbent will conduct warrant checks on superior court dockets through specialized computer systems. Incumbent will verify all defendants have been processed for crimes over the past twenty years as required by the Supreme Court. Incumbent may create photo lineups as requested by law enforcement agencies within Somerset County; may testify in court as an expert in fingerprint ID.</p> <p><i>Requirements: High school diploma or equivalent; valid NJ Driver's License; thorough knowledge of fingerprint principles, practices, methods, and techniques; working knowledge of the Henry Fingerprint System and ability to classify, search, retrieve, verify and file fingerprint cards. Working knowledge of the methods involved in the use of a camera to take digital photos or mug shots of persons for investigation and identification purposes. Must be at least 18 years of age; United States citizen. Incumbents are required to learn all state and federal computer systems and to pass a New Jersey State Policy written exam to operate them. Incumbent will be required to attend courses for basic and advanced fingerprint comparison within the first year of employment, or as soon as a course becomes available if one is not scheduled within that time period to be qualified as a fingerprint ID expert.</i></p>		<p>\$26,400</p> <p>(32 hours) N</p>	<p>9/15/2017</p> <p>CLOSING DATE 9/29/2017</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
HEALTH	<p>Public Health Inspector 0006991182A</p> <p>Responsibilities: Position will be responsible for ensuring compliance with the inspection, investigation and enforcement provisions of the NJ County Environmental Health Act (CEHA) as they pertain to the approved Somerset County CEHA Work Plan. This includes but is not limited to: performing regulated facility inspections, compliance investigations and enforcement hearings for the NJDEP's Solid Waste, Recycling, Air Pollution, Water Pollution, Safe Drinking Water, and Noise Control programs. At the direction of the Environmental Health Coordinator, and/or Sr. Registered Environmental Health Specialist, the incumbent may also conduct inspections and investigations of general environmental and/or public health nuisances and may supervise County personnel, as well as outside subcontractor agencies, in the performance of duties consistent with the CEHA Program and other related duties as required. In anticipation of expanded responsibilities, this position will require the ability of the incumbent to commit to and obtain a Registered Environmental Health Specialist (REHS) license issued by the NJ Department of Health within 12 months upon hire, to ensure compliance with N.J.A.C. Title 8. This position reports to the Environmental Health Coordinator.</p> <p><i>Requirements: Bachelor's degree, preferably in environmental science, or other physical, chemical or biological sciences, or public health. Possession of a High School Diploma or equivalent and 10 years of similar work experience may be substituted for baccalaureate degree. Ability to analyze, develop, and interpret County policies, and to work harmoniously with all departments, associates, subordinates, and others having an interest in County government. Ability to take a leading role by providing needed advice and assistance. Ability to read, write and speak English sufficiently to perform the duties of the position. Must possess a driver's license valid in New Jersey.</i></p>	11A	<p>\$37,120 \$46,400</p> <p>(40 hours) N</p>	<p>8/25/2017</p> <p>CLOSING DATE 9/29/2017</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
HEALTH DEPARTMENT	<p><u>LINCS Coordinator - PT</u></p> <p>Responsibilities: Position is responsible for the electronic dissemination of health alerts from the New Jersey Department of Health (NJDOH) to local health agencies and public health partners. In addition, this position is responsible for the development and maintenance of the Somerset County CHAIN (Community Health Alert Information Network) which identifies medical service providers, emergency response partners, pharmacies, schools, home health agencies, police and fire departments, and any other entity that would be needed in response to a natural or man-made disaster. The Local Information Network and Communication System (LINCS) Coordinator participates in monthly meetings of the NJDOH and coordinates communications activities, trainings and exercises with similar positions in neighboring counties. The position also requires the ability to work closely with the Public Health Emergency Response Team in both an administrative and operational capacity, and any other duties as assigned. This position is funded by a Federal pass through grant in response to the national directives for homeland security. This position is essential in public health emergencies and the employee may be called in after-hours in case of an emergency.</p> <p><i>Requirements: Bachelor's degree from an accredited college or university in health education, community health, public health nursing, epidemiology, public health administration, public relations or a related field. Two (2) years of professional experience in public health. Ability to analyze and interpret County policies, and to work harmoniously with all departments, associates, subordinates, and others. Ability to read, write and speak English sufficiently to perform the duties of the position. Proficient in word processing, spreadsheet and data base computer applications, specifically Microsoft Word, Excel and Access. Ability to monitor and update a website to assure it stays online, functions appropriately and assures new media users a rich online experience. Ability to learn and utilize information systems related to the duties of the position. Must possess a driver's license valid in New Jersey.</i></p> <p><i>Preferred: Thorough knowledge of Somerset County policies and procedures; thorough knowledge of regulations, procedures, and responsibilities of the NJ LINCS Program; experience in the preparation of and delivery of media messages regarding public health concerns; demonstrated ability to establish and maintain effective working relationships with Federal, State and Local Officials, county employees, public health professionals, hospital administrators, media personnel, and the general public.</i></p>	AA	\$27.50 an hour ~ 19 Hours a week	9/15/2017

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>CULTURAL & HERITAGE COMMISSION</u>	<p><u>Program Coordinator Local History Grant 0009027777Y</u></p> <p>Summary: Position provides essential support under the direction of the Manager of the County Office of Cultural & Heritage Commission for a countywide local history re-grant program to support history programs/services & organizational capacity building for Somerset County historical societies, municipalities' historic commissions or committees, public libraries and other non-profit organizations which provide public history programs and educational enrichment programs or services in local and state history for public benefit/interest.</p> <p>Responsibilities: Incumbent will perform functions of the Somerset County, State/County History Partnership Program (SCHPP) Grant funded through the NJ Historical Commission which includes: prepare/submit County's application to the state/NJHC for the SCHPP Grant; prepare & file required formal contract, interim & final reports on behalf of Somerset County; Update annual SCHPP grant guidelines & application forms for locals (re-granting process); prepare press releases; funding announcements or opportunities; develop & facilitate an annual technical assistance grant writing workshop for potential applicants, as well as responding to & providing technical assistance to individual applicants; review of locals grant proposals; identify & assemble professional grant review panelists, and convenes/oversees full in-person panel mtg. & recording of minutes; monitors re-grantees active grants and mandatory reporting for compliance; design/write program brochures to promote history-related workshops and communicate opportunities. Keeps supervisor informed throughout each process. Performs other related duties as requested or required by Director of Public Works, Director of Planning and Manager of the County Office of Cultural and Heritage Commission which may not be listed individually here.</p> <p><i>Requirements: Graduate of an accredited college/university, preferably with a degree in History, or related field. 2+ years of experience in coordinating a grant funding program in a public or private organization, including basic experience in the operation & procedures generally associated with state & federally funded grants & projects; knowledge & familiarity with state & federal procedures relating to the allocation of grant funding; experienced in initiating, planning and providing innovative/creative history programs/services. Must demonstrate excellent oral and written communications skills; adept in budgeting/accounting; tracking, record keeping, reporting. Must have the ability to read, write, speak, understand and communicate in English sufficiently to perform the required duties of this position. Incumbent must be computer literate, proficient in Word; Excel; Microsoft Outlook; Adobe Acrobat; others a plus, such as SAGE; ability to use electronic and manual information systems. Candidate will be required to possess a Driver's license valid in the State of NJ and operate a vehicle which may be necessary periodically to perform essential duties of the position.</i></p>	AA	\$17.00 an hour - 10 hours per week - No Benefits - PARTIALLY GRANT FUNDED	8/11/2017