



COUNTY OF SOMERSET

ISSUE DATE: 8/14/2017

POSITIONS AVAILABLE LISTING

For Additional Information Contact

DIVISION OF HUMAN RESOURCES

20 Grove Street /PO Box 3000

Somerville, NJ 08876

908-231-7120/908-575-9309 Fax

E-mail address: humanresources@co.somerset.nj.us

APPROVED BY:
DONNA MOZET
HUMAN RESOURCES DIRECTOR

ISSUED BY:
FAITH M. SACINO
HUMAN RESOURCES DIVISION

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
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TRANSPORTATION

Home Delivered Meals Driver

0006830728D

05D

\$19,260

8/11/2017

\$24,075

Responsibilities: Position ensures that eligible recipients are provided with daily meals in a safe, reliable and courteous manner. Delivers hot and cold meals to the homebound as required. Ensures the well-being of the recipient by physical observation; notes and/or reports any issues or concerns pertaining to the client and reports all non-responses at the recipient's location to the dispatch office. When requested or as indicated provides assistance to recipients, pertaining to their meals. Checks message center for any additions or changes to their daily schedule. Performs safety checks on the vehicles assigned daily, reports any malfunctions to the Community Transit Supervisor or other appropriate staff. Maintains a daily vehicle log and home delivered meal count. Returns logs daily to the appropriate personnel. Reports any needed changes to the schedule to the Community Transit Supervisor. Incumbent follows all safety instructions per the direction of the Community Transit Supervisor, Transportation Coordinator, Director or Dispatcher. Follows the route described on the HDM log and alerts dispatch and/or Community Transit Supervisor when deliveries will be delayed. Incumbent performs additional duties as assigned by administrative or management staff.

(30 hours)
N

CLOSING
DATE
8/25/2017

Requirements: Valid New Jersey driver's license; (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). Prior experience with senior citizens or persons with disabilities is desirable. Must be able to demonstrate an ability to read and follow a road map. Must have strong customer service skills and/or be able to establish and maintain an effective professional relationship with a diverse passenger base and enforce county policies regarding the safe and efficient delivery of food materials. Must be sufficiently proficient in written and spoken English so as to interact with recipients, read road signs, recognize addresses, read and understand Home Delivered Meal route sheets and be able to complete required reports. Physical Strength Rating Assessment as per DOT: Medium Work. Definition of Medium Work: (occasional lift up to 50 pounds and carry up to 37 pounds). In order for a Home Delivered Meals Driver to safely perform all required duties in an efficient manner, they must also be able to occasionally lift loads (maximum weight of 37 pounds) to 58 inches in height onto a shelving unit, lift bulk food storage bags (weighing up to 32 pounds) to 42 inches into a storage container, and carry bulk food storage bags community distances to deliver meals.

Must be available
Monday to Friday ~
9:30 am to 3:30 pm

MENTAL HEALTH

Substance Abuse Counselor

0006161663B

13B

\$41,325

5/12/2017

\$51,656

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.

(37.5 hours)
E

CLOSING
DATE
8/25/2017

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
<u>FINANCE</u>	<p><u>Accounting & Special Projects Supervisor</u> 0001110016A</p> <p>Position Summary: Performs a variety of project and administrative duties, including disseminating project information to stakeholders, monitoring the achievement of activities, developing and maintaining project deliverables on behalf of and under the direction of the director of finance and administration.</p> <p>Responsibilities: Incumbent performs the ongoing activities necessary to assist and supervise the County's budget process and maintenance, grants management and debt portfolio, including reviewing and monitoring divisions budgets, coordinating with divisions on grant opportunities and grant procedures, preparation of spreadsheets and analysis of outstanding debt, supervising debt service and management of debt schedules, and gatekeeper of related finance and management systems (MSI & OnBase). Incumbent will own and supervise special projects as assigned by the Director of Finance and Admin Services and Deputy Director of Fiscal Operations, including financial analysis and research. Prepare and edit correspondence, communications, presentations and other documents related to the project. Supervise and coordinate project based work and complete activities related to the program and project management disciplines. Creates financial reports and reports related to project management. Supervise the development of processes and process improvements for all Finance and Admin divisions. Develop, manage and lead all training initiatives related to general finance statutory and office procedures, finance systems training and assigned special projects training. Incumbent will review grant opportunities posted on www.grants.gov, Federal Register, NJ Register, state department websites, SAGE, and other sources like e-newsletters, websites, grant databases, etc. Incumbent will review grant applications and sign cover sheets for resolutions presented to the Freeholders to make an independent recommendation to the Freeholders through the Management Team to either apply or not. Also keep track of where grants are in the process (Grant OnBase workflow). Incumbent serves as the point person for Grants.gov and SAGE, as well as other systems; tasks involve annual renewals, organization information updates, registering new users (SAGE), submitting federal grants through grants.gov and some state grants through SAGE. Incumbent will liaise with internal staff at all levels, Division Heads of F&AS and all other County Departments and Agencies. Incumbent will develop, supervise and train all county personnel on finance and workflow system (MSI and OnBase), finance office and statutory procedures and special projects initiatives as needed. Incumbent will supervise the development of procedures manual and videos for in office and county wide use and reference. Incumbent will supervise Accountants II and III and/or aid Deputy Director of Fiscal Operations in all functions related to the Grants and Capital Funds. Incumbent will prepare and/or review all daily journal entries; maintain the Grants and Capital cash accounts; reconcile General ledger for Grants and Capital to appropriations report. Incumbent will assist in the preparation of debt service schedules, Bond Ordinances, Capital Ordinances, Bond issuance and Note Sale; assist in the maintenance of all Capital related schedules, reports and spreadsheets; assist with Capital Budget Preparation. Incumbent will assist in Internal Audit of Controls and Procedure and make recommendations to the CFO on weaknesses and strengths of the system. Incumbent will prepare Procedural Manual for the Grant and Capital operation and workflow for all County Departments and Divisions; work on special projects as directed by the CFO, Director of Fiscal Operations and Deputy Director of Fiscal Operations.</p> <p><i>Requirements: Four year college degree in Project Management, Finance, Accounting or MBA and two to three years of accounting, analytical and project experience; must have a good working knowledge of Microsoft Office Suite with an emphasis on Word and Excel. Incumbent must be able to navigate the Internet to find work-related information. Must also have good typing, composition, proofreading and basic math skills and must be able to meet deadlines. Must also have good organizational skills to manage the varied responsibilities.</i></p> <p><i>Preferred: Four year college degree in Accounting, Finance, Business or Public Administration or the equivalent, and three years' experience in related field. Knowledge of government accounting regulations and procedures also preferred. MBA, MPA, CCFO, CMFO or willingness to obtain.</i></p>	15A	<p>\$57,200 \$71,500</p> <p>(40 hours) E</p>	<p>8/11/2017</p> <p>CLOSING DATE 8/25/2017</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>PUBLIC SAFETY RADIO</u>	<p><u>Dispatcher II</u></p> <p><u>0003850534A</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 8/25/2017</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>WORKFORCE INVESTMENT BOARD</u>	<p><u>Business Services Specialist</u> <u>0006200285C</u></p> <p>Position summary: Position is responsible for engaging and building strategic alliances with relevant State of New Jersey departments and divisions, educational institutions, workforce training entities, business and trade organizations, and special interests groups having an interest in workforce and economic development. The position advises the Director on partner activities, priorities, and strategies as relates to the interest of the GRWDB. Position will be responsible for leading the marketing and communications efforts of the organization including but not limited to communications with GRWDB Members, GRWDB Executive Committee Members, GRWDB Committees, internal and external partners, and constituents through the effective use of technology including but not limited to the organization's web, social media presence, e-mail and e-newsletter communications. Position will be responsible for leading such special projects and research as may be required including but not necessarily limited to securing consultant services through request for proposal processes and researching, collecting and presenting workforce, demographic, and economic information to the GRWDB. Position will be responsible for coordinating outreach to the business community among the various entities currently engaged in contacting businesses. Position will be responsible for business outreach, is defined as any activity that results in contact with an employer from a human resources, employee recruitment, workforce training, and/or workforce incentives perspective.</p> <p>Responsibilities: Incumbent will prepare an inventory of partner agencies having direct contact with businesses in Hunterdon and Somerset Counties; facilitates the transfer of information on employer related needs among the various partners. Fosters a collaborative environment among existing business outreach; defined as engaging partners in shared planning and decision making. Prepare a monthly report on present and future workforce needs of employers as identified through contact with partners and employers. Maintain electronic lists of contacts for use in board communications/development; marketing and communications. Position will make recommendations on and implement marketing and communication strategies to engage employers in the work of the GRWDB. Position will identify breakdowns and make recommendations on improving the workforce delivery system in Hunterdon and Somerset counties. Position will collect and distill information from partner agencies that will inform GRWDB strategic planning discussions. Position will engage elected and appointed officials in Hunterdon and Somerset counties on their understanding of business needs. Position will engage the Hunterdon County Chamber of Commerce and the Somerset County Business Partnership as relates to the workforce needs of employers.</p> <p><i>Requirements: College degree and/or relevant experience in public or private sector human resources, public workforce investment system, and/or workforce education and training. Knowledge of human services, workforce education and training programs, educational resources, and job training programs preferred. Communication and marketing skills, including social media marketing is required. Experience researching, summarizing and reporting on economic and demographic data, federal and state laws, regulations, policies and guidelines related to workforce and economic development. A valid Driver's license is required.</i></p>	11C	<p>\$32,480 \$40,600</p> <p>(35 hours) E</p>	<p>7/28/2017</p> <p>CLOSING DATE 8/25/2017</p>
			100% GRANT FUNDED	

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>JAIL</u>	<p><u>Nurse (Registered)</u> <u>0005201051A</u></p> <p>Responsibilities: Position is responsible for providing direct and indirect nursing care to the incarcerated adult population. Performs initial and ongoing assessments; initiates access to as well as provides on going medical, dental and mental health services utilizing standards of care. Position performs a variety of comprehensive nursing functions including but not limited to: initial and follow-up nursing assessment, medication administration, referral to chronic care clinics, treatments, withdrawal monitoring, off site specialty clinic follow up, patient teaching, and accurate documentation. Position works closely with medical, dental, mental health and custody staff.</p> <p><i>Requirements: Valid State of New Jersey Registered Professional Nurse license, and current CPR and AED certification. Current adult medical/surgical and clinical experience is necessary with proficiency in safe medication administration. Knowledge and experience in correctional, psychiatric, adult illness, and addictions beneficial. Must pass a background check and adhere to all security requirements within the jail setting. Please note that as part of this position you may, on occasion, have an existing work shift extended in accordance with jail policies. Correctional Nursing experience preferred.</i></p>		<p>\$63,062</p> <p>(40 hours) E</p> <p>Full Time - RN Flex evening shift ~ Every other weekend</p>	<p>12/30/2016</p> <p>CLOSING DATE 8/25/2017</p>

<u>MENTAL HEALTH CENTER</u>	<p><u>Licensed Mental Health Practitioner</u> <u>0006161904B</u></p> <p>Responsibilities: Incumbent provides individual, family, group psychotherapy and case management as appropriate in order to help them clarify and resolve problems affecting their mental health. May hold some limited coordinating responsibility in a focused clinical area (domestic violence, sex abuse treatment). Position documents clinical activity in an EMR, contributes to agency performance improvement efforts to assure ethical and effective treatment in accordance with state regulations and accrediting body standards. Position participates in supervision to optimize clinical effectiveness and productivity, and confers with other internal and external providers to assure coordination of care.</p> <p><i>Requirements: Master's degree in social work, counseling psychology, marriage and family therapy or equivalent from an accredited graduate program; must be at or near to full licensure (LCSW, LPC, LMFT). Minimum two years of postgraduate experience. Incumbent should have relevant clinical experience serving children, families & adults with significant mental health concerns. Must be computer literate including MS office Suite 2000. Acceptance of employment is contingent upon passing a criminal background check & pre-employment physical/drug screen.</i></p> <p><i>*Candidates with lived experience in mental health and/or substance use disorders and in recovery are encouraged to apply.</i></p>	13B	<p>\$41,325 \$51,656</p> <p>(37.5 hours) N</p>	<p>7/28/2017</p> <p>CLOSING DATE 8/25/2017</p>
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DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>SUPERINTENDENT OF SCHOOLS</u>	<u>Office Manager II</u>	<u>0007101071C</u>	10C	7/28/2017
	<p>Position Summary: Incumbent will oversee the administrative and clerical activities to assure the efficient operation of the administrative function for the Office of the Executive County Superintendent of Schools in the absence of the Executive County Superintendent.</p> <p>Responsibilities: In the absence of the Executive County Superintendent of Schools, the Office Manager manages the day-to-day operations of the Somerset County Superintendent of Schools Office to ensure efficient operation of the division in accordance with division and department procedures. The Office manager assists the Executive County Superintendent of Schools in the training/orientation of new office staff and personnel. The Office Manager acts as the office receptionist for the Somerset County Education office. The manager answers, routes and manages phone calls. The Office Manager assists the Executive County Superintendent of Schools by coordinating various projects such as monthly roundtable agendas, district merit goals, administrator contracts, the Annual Administrator Assistants' Luncheon, Annual Teachers' Recognition Award Luncheon and the Prosecutor's Annual Memorandum of Agreement Conference, as per code and regulation. The Office Manager assists the Executive County Superintendent of Schools in the following areas: monitors the division budget to assure proper account coding and to avoid budget overruns; coordinates and analyzes annual budget requests and assist in the preparation of the division budgets; and reviews edits and approves timekeeper's submissions. Assists in the coordination of the Somerset County Education Foundation. Reports to work during emergency events and/or schedule proper office coverage. Performs duties as assigned by the Executive County Superintendent of Schools.</p> <p><i>Requirements: High school diploma or equivalent; supplemental schooling in business management and administration, computer operations, and accounting. Also, five years' supervisory experience is required. Proficient in Windows, Microsoft Office Suite, Vista, MSI, and Accounting. Incumbent must be able to communicate effectively in the English language, both verbally and written.</i></p> <p><i>Preferred: Knowledge of County policy and procedures; Public works terminology. Understanding of the local public contracting laws of the State of New Jersey. Experience preparing budgets.</i></p>		<p>\$30,940 \$38,675</p> <p>(35 hours) E</p>	<p>CLOSING DATE 8/25/2017</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>TRANSPORTATION</u>	<p><u>Transportation Director</u> <u>0006831790A</u></p> <p>Position Summary: Position is responsible for the administration and operation of the Somerset County Transportation Division and its employees; this includes oversight of the division's capital and operating budgets. The employee will be required to interact in a friendly and courteous fashion with clients of the transportation service, the general public, the division employees, other county divisions, and elected officials. This position leads the Transportation Division's management team which oversees administration and operation of the division's para-transit and public transit programs.</p> <p>Responsibilities: This position ensures that the day to day para-transit and public transit services are being provided; manages along with the division's staff the provision of safe, proficient and professional services to clients and passengers. The incumbent develops the strategic vision for the transportation division and implements the policies and procedures upon approval of the Director of Public Works, County Administrator and ultimately the Somerset County Board of Chosen Freeholders. The incumbent coordinates services where necessary with North Jersey Transportation Planning Authority (NJTPA), New Jersey Transit (NJT) and the County TMA, Ridewise. The incumbent prepares, submits and administers the division's capital and operating budgets; prepares, submits applications and administers/manages state, federal and other funding grants for the Division of Transportation. The incumbent oversees staff that interacts daily with vehicle operators, passengers, and residents regarding transportation services. When required the incumbent addresses service complaints and notifies the Director of Public Works of critical complaints when appropriate. The incumbent participates in employment interviews for appropriate administrative and field staff vacancies. The incumbent must be comfortable utilizing state of the art transit oriented technologies; the Somerset County Transportation Division currently utilizes Automated Business Solutions – PTMS scheduling and dispatching software. The incumbent will be responsible for the development of future upgrades, management and maintenance of the existing software, including but not limited to interaction with the software vendor. The position falls under Federal Transit Administration (FTA) guidelines and is classified as "Safety Sensitive" and subject to Drug & Alcohol regulations and testing. Also, the incumbent shall administer FTA and Somerset County drug & alcohol policy, testing, and guidelines, including but not limited to "reasonable cause" and "Post Accident" investigations. The incumbent may be required to perform additional duties as assigned by the Director of Public Works and/or County Administrator.</p> <p><i>Requirements: Bachelor's Degree in Transit Planning or related field, with a minimum of five (5) years managerial/supervisory experience in an agency involved in the delivery of para-transit and public transit programs; or possession of a high school diploma or equivalent and fifteen (15) years of para-transit and public transit transportation experience in an agency involved in the delivery of transportation services. Possession and retention of a valid New Jersey driver's license (NJSA 39:3). Must have excellent communication skills and must be proficient in written and spoken English so as to be able to read road maps, recognize addresses, and understand route sheets and when necessary to interact with emergency personnel in those situations. Incumbent must have strong customer service skills and interpersonal communication skills given the liaison responsibilities that this position has with senior citizens and/or persons with disabilities, the general public, county operating divisions, private non-profit agencies, and private organizations. Additionally, the incumbent shall obtain certification of completion of the Community Transportation Association (CTAA) Passenger Assistance Safety & Sensitivity (PASS) course and the New Jersey Motor Vehicle Commission Defensive Driving Course. Employment by Somerset County is conditioned upon the results of a pre-employment drug screen and criminal background check.</i></p>	18A	<p>\$86,240 \$107,800</p> <p>(40 hours) E</p>	<p>7/28/2017</p> <p>CLOSING DATE 8/25/2017</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>EMERGENCY MGMT</u>	<p><u>Emergency Support Specialist</u> <u>000380777Y</u></p> <p>Duties: Positon ensures that the county meets all requirements for the Federal Emergency Management Agency Emergency Management Agency Assistance Program; including meeting goals agreed to in the annual NJ State Police Office of Emergency Management Work Plan, maintaining a currently approved County Emergency Operations Plan, and providing the New Jersey Office of Emergency Management with quarterly program status reports. Position performs clerical and office operations for the Somerset County Office of Emergency Management. Position applies for and administers funding of grant programs to ensure proper and complete allocation of funds to accomplish the goals of the program through various grant sources including the NJ State Police Office of Emergency Management, FEMA, and the New Jersey Office of Homeland Security Planning. Position interprets program objectives to officials, participants, and public and private emergency services operations, establishing and maintaining contact with community organizations and other educational facilities to encourage the broadest participation and support. Incumbent assists with the development, planning and implementation of programs, plans and exercise scenarios; participates in exercises to test emergency plans with regard to natural, civil and technological disasters. Position troubleshoots issues and potential controversies as they arise in order to ensure smooth operations. Position assists the Director of the Office of Emergency Management in the administration of the policies and procedures established by the County Administrator, Board of Chosen Freeholders and Director of Public Health and Safety. Positon prepares detailed reports with regard to activities and general information for distribution to the Board of Chosen Freeholders, Management Team, Department and Division Heads and Elected Officials. Position attends and actively participates in all OEM functions including meetings, drills, and emergencies. Position participates in quarterly meetings with Municipal Emergency Management Coordinators. Position maintains files, records and correspondence relating to emergency management activities. Position develops countywide mutual aid agreement and emergency plans. Position attends State and Regional meetings and seminars. The incumbent will be responsible for the maintenance of various emergency management programs. Position must be available 24/7 to respond to various emergency incidents. Position performs additional responsibilities as assigned.</p> <p><i>Req.: High School diploma or equivalent; valid NJ Driver license; ability to establish and maintain working relationships; ability to obtain certifications related to Hazardous Materials Emergency Response. Must possess the ability to read, analyze, develop and interpret detailed verbal and written direction.</i></p> <p><i>**On-going recruitment to create applicant pool**</i></p>	AA	\$16.00 an hour / 19 hours per week / No benefits	8/11/2017

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<u>JAIL</u>	<p data-bbox="381 177 1052 209"><u>Licensed Practical Nurse - PT</u> <u>0005207777Z</u></p> <p data-bbox="381 212 1052 650">POSITION SUMMARY :Incumbent will work within a scope of practice and standards set forth by the State of New Jersey and will (along with the Registered Nurse) assist in achieving a quality of care, which promotes optimal health. Contributes to the nursing assessment by collecting ongoing systematic data collection, contributes by assisting in the health assessment, reporting and recording findings/observations, goal identification, health education, medication administration, reporting of deviation from normal health status, recording observations. The practice of nursing as a licensed practical nurse is defined as performing tasks and responsibilities within the framework of case finding; reinforcing the patient and family teaching program through health teaching, health counseling and provision of supportive and restorative care, under the direction of a registered nurse or licensed or otherwise legally authorized physician or dentist.</p> <p data-bbox="381 677 1052 1169">Responsibilities: Administers medications as ordered in a timely fashion in accordance with nursing standards. Maintains and documents on the MAR and/or charts appropriately. Maintains adequate supplies of stock and prescription medication. Orders medications and supplies, as needed, to ensure a suitable supply is on hand. Routinely checks all meds/supplies for expiration dates and replaces/reorders as needed. Maintains a neat and orderly medical cart, Completion of a Controlled substance count q shift with oncoming and off-going staff and performs all other required counts. Answer Health Service Request slips, as presented, when on med rounds. Assists the physician during sick call and transcribes orders. Assists in minor medical/surgical procedures. Keeps health team informed of observations and changing conditions of inmates. Initiates emergency care when indicated. Safely practices, demonstrates and adheres to infection control procedures. Assist with/or be assigned other duties as needed in the Unit.</p> <p data-bbox="381 1171 1052 1483"><i>Requirements: Graduate from an accredited school of Practical Nursing Program. Currently licensed to practice by the State of New Jersey as a Licensed Practical Nurse. Satisfactory background investigation report. Current CPR/AED certification, a copy of which shall be maintained on file in the facility at all times and blood borne pathogen training. Ability to communicate effectively with all socioeconomic and cultural backgrounds. Ability to perform the functions and tasks as required by the position. Offer of employment is contingent on successfully passing an extensive background check.</i></p> <p data-bbox="381 1510 641 1537"><i>Creating Applicant Pool</i></p>	AA	\$25.25 Hr.Mon. – Fri. 7 am to 3 pm - plus shift differential: vvenings, midnights, weekends	10/28/2016
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DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>OFFICE ON AGING-NUTRITION</u>	<p><u>Senior Center Associate-Casual</u> <u>0006867777Y</u></p> <p>Responsibilities: Position is employed at a multipurpose senior center that provides meals and activities to older adults. The incumbent functions as part of a team to provide services in an environment that emphasizes client safety. The employee ensures that the food, food handling practices and facility cleanliness meet health, food safety and program policy standards. The incumbent must use good judgment to make decisions related to his/her scope of work. The incumbent completes paperwork required to comply with local/State/Federal funding sources, provides information to clients, assists in the day-to-day functioning of the senior center, cleans the facility and responds to client and food service emergencies. The incumbent also covers essential senior center tasks as may be required due to staff absences/vacancies to insure the smooth function of this and any other county operated senior center to which she/he is assigned.</p> <p><i>Requirements: High School diploma or equivalent. Excellent interpersonal skills; ability to work effectively as part of a team; ability to produce accurate work in a fast paced work environment; ability to read, write, understand and communicate clearly in English. Computer skills – Basic Excel, Word and Outlook (e-mail). A basic math, reading & Excel skills test given during the interview. Ability to lift/move steam table pans of food, trays of food, trays of dishes/flatware, trash, boxes of supplies and senior center furnishings up to 35 pounds; ability to perform repetitive motion tasks, at times bearing weight; ability to stand/walk/reach/bend/squat (bearing weight) for extended periods of time to complete tasks. Ability to pass state and/or local food handler's training program and related tests including those on program policy and procedure. Valid N.J. Driver's License; ability to independently travel to alternate locations as assigned; Note: travel may be required with little to no advance notice.</i></p> <p><i>Preferred: Bilingual; Food Service experience; Customer Service experience.</i></p> <p><i>Hours of Availability:</i> 8:00 am – 2:00 pm 8:30 am – 2:30 pm 9:00 am – 3:00 pm 9:30 am – 3:30 pm or based on Center needs</p>	AA	29 hours per week - \$19.00 Hr. - No Benefits	8/11/2017

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