



COUNTY OF SOMERSET

ISSUE DATE: 06/16/2017

POSITIONS AVAILABLE LISTING

For Additional Information Contact

DIVISION OF HUMAN RESOURCES

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Somerville, NJ 08876

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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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PLANNING BOARD

Planner - GIS Specialist

0003901145A

12A

\$38,880

6/16/2017

\$48,600

(40 hours)
N

CLOSING
DATE
6/30/2017

Responsibilities: In support of the Planning Division's numerous planning initiatives, this position will assist in the development, update and management of GIS data originated and/or maintained by the County Planning Division. Position will be responsible for data acquisition, creation or compilation, and implementing best practices to meet metadata standards and ensure data accuracy. Position will abide by industry and Planning Division standards when developing GIS data and sharing these datasets with other individuals and organizations. Position will implement the Planning Division's GIS quality assurance/quality control protocol. Position will use Spatial Analyst, ModelBuilder and other tools to perform analyses of GIS datasets needed to complete various planning initiatives. Position will assist in the ongoing update and enhancement of the Somerset County Trends and Indicators Report; and maps associated with the County Master Plan. Position will prepare maps, charts and other graphics that illustrate planning concepts for use in reports, PowerPoint presentations, displays and other formats. Position will utilize mapping and cartography industry standards and careful editing to ensure products are of high-quality; work with planning staff/project managers to define map content and format. Position will obtain and apply the necessary GIS datasets, which may come from outside sources as well from the County Enterprise System and County Planning Division. Position will utilize geo-processing and other GIS methods as needed; assist in determining and implementing project-specific map design protocols to provide consistency for projects involving multiple maps. Position will apply quality assurance/quality control standards to ensure the highest quality maps are produced. Position will inform and assist members of project teams in defining project tasks and timelines that require GIS data development in a timely manner. Position will maintain an on-going inventory/log of supplies for computer mapping, drafting and displays. Position will identify what is needed for the coming year and submit a supply list that includes costs and ordering information for submission to the Assistant Director. Position will order replacements as required when supplies become low; coordinate and render contracts for in-house and outside printing of maps, reports and projects for the Planning office. Position will coordinate all aspects of the Planning Board's annual 4-H Fair booth, including the preparation of displays. Other duties as assigned by the Director of Planning.

Requirements: A minimum of an undergraduate degree in planning or a related field and specialized Geographic Information Systems (GIS) training. GIS training can be comprised of GIS Certification based on ESRI standards or the completion of progressive short-courses from beginner through advanced regarding the use of current GIS software. Two (2) years of progressive work experience performing planning-related GIS data development, up-date, management and maintenance tasks, geo-processing, map preparation and electronic file management is desirable but can be substituted with relevant volunteer and/or academic experience.

Familiarity with current GIS software and geo-data processing necessary for supporting various regional and local land use and infrastructure planning initiatives is required. Experience with ArcSDE, ArcGIS Server, ArcGIS Online, data modeling and Python/ArcPy scripting is desired. Knowledge of computers, plotters, printers and other equipment needed to produce maps and graphic displays is also required. This position also requires knowledge of printing and reproduction techniques. The ability to work independently and as part of a team, basic project management skills and an understanding of budgeting and supply management are required. Excellent written and verbal communication skills are also necessary. Knowledge of publishing software is helpful

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>PURCHASING</u>	<p><u>Purchasing Specialist</u> <u>0001601294C</u></p> <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>	13C	<p>\$38,570 \$48,213</p> <p>(35 hours) E</p>	<p>5/26/2017</p> <p>CLOSING DATE 6/30/2017</p>
<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 6/30/2017</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>MENTAL HEALTH</u>	<p><u>Substance Abuse Counselor</u> <u>0006161663B</u></p> <p>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.</p> <p><i>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.</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) E</p>	<p>5/12/2017</p> <p>CLOSING DATE 6/30/2017</p>
<u>COMMUNITY DEVELOPMENT</u>	<p><u>Program Specialist</u> <u>0006551620C</u></p> <p>Position Summary: Performs all primary bookkeeping, accounting and contract administration for the Community Development Block Grant (CDBG), HOME Investment Partnership (HOME) and Homelessness Trust Fund Programs in accordance with federal and state regulations. Incumbent must perform bookkeeping and basic accounting functions for grant-funded projects, including expenditures, vouchers, purchase orders and entries into County-wide financial management system. Position maintains voucher/contract files, expense records and purchase orders. Position will perform general office duties include filing, copying, collating, preparing mailings, compiling documents for division/committee review. Incumbent must also attend committee meetings and provide administrative support to committee members/and or other staff as needed.</p> <p>Responsibilities: Incumbent will coordinate and prepare submission of Community Development vouchers to County Finance Division. Incumbent will maintain contract documents and process grant agreements between the Division and with non-profit and municipal sub-grantees, HUD, contractors, and vendors. Incumbent will review and maintain grant balances and purchase orders using MSI Financial Management System. Incumbent will provide prompt and accurate response to requests for reimbursements and information pertaining to open grant balances and purchase orders. Incumbent will maintain documents that are necessary for municipalities and non-profits to maintain good standing with Community Development division. Incumbent will coordinate process for reimbursement from HUD through IDIS; enter project completion data into IDIS and other systems. Incumbent will monitor activity in County bank accounts used to receive reimbursement from federal government. Incumbent will review and approve applications for direct assistance, services applications and loans once clients are enrolled</p> <p><i>Requirements: High school diploma or equivalent; must possess a minimum of one year of bookkeeping experience, be knowledgeable as it relates to contract administration and possess advanced computer skills that support the use of software programs to manage accounts. Must possess a valid NJ Driver License.</i></p> <p><i>Preferred: It is preferred that the incumbent be familiar with grant accounting, general grants management, non-profit and municipal accounting principles, be in possession of good communication skills and be able to work under pressure.</i></p>	10C	<p>\$30,940 \$38,675</p> <p>(35 hours) N</p> <p>GRANT FUNDED</p>	<p>5/26/2017</p> <p>CLOSING DATE 6/30/2017</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
HUMAN RESOURCES	Administrative Assistant I 0001250045A Summary: This position will provide general office support, perform a variety of clerical activities, answer all incoming HR calls, distribute mail and perform a variety of other tasks. Position oversees the entire candidate application process as well as distribution of pertinent information to the public. Position is responsible for the timekeeping for the division. Acts as Notary for documentation requiring notarization. Translates when necessary for Spanish speaking employees as well as members of the public. <i>Requirements: High school diploma or equivalent as well as 2-3 years of office experience with some knowledge of Human Resources; must possess excellent phone manner and interpersonal skills. Proficiency in Microsoft Office Suite and Outlook; must have solid written and verbal communication skills; ability to converse in Spanish. HRMS experience, applicant tracking and onboarding a plus. Must have a customer service attitude.</i> <i>Preferred: Knowledge of Human Resources Policy and Procedures. Human Resource experience preferred.</i>	09A	\$33,680 \$42,100 (40 hours) N	6/16/2017 CLOSING DATE 6/30/2017
FACILITIES AND SERVICES	Electrician 0001650566A 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. 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. <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>		\$49,928 (40 hours) N	5/12/2017 CLOSING DATE 6/30/2017

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>SUPERINTENDANT OF SCHOOLS</u>	<u>Administrative Assistant I</u>	<u>0007100045C</u>	09C	6/16/2017
	<p>Summary: The Administrative Assistant to the Executive County Business Official (ECBO) assists the ECBO in the financial operations of the Somerset County Education Office. Position facilitates the NJ DOE communications via email, state broadcasts and telephone; coordinates the ECBO's meeting schedule, phone conferences, annual state-aid funding dissemination, Mid-Year Budget review schedule, coordination of department of education mandates. Position assists the Somerset Executive County Superintendent of Schools in the management of weekly office schedule and attendance.</p> <p>Responsibilities: Incumbent will coordinate all correspondence from the NJ DOE, district business administrators and Somerset County office personnel; prepares agenda for monthly Somerset County Business Administrator meetings. Coordinates NJDOE fiscal mandates such as line-time; lead testing of district water quality, Every Student Success Act (ESSA) mandates, district room-use approval applications, district audits, school register summary (SRS) submissions, application for State School Aid (ASSA) and tracking financial reports and applications and log-in all district submissions as needed. Schedules and coordinates mid-year budget review schedule, assembles district budget documents, agendas and follow-up district letters. Incumbent assists the ECBO in reviewing district budgets, including verification of Position Control Roster Salaries and other assigned budget duties. Incumbent acts as financial office liaison to district board of education business administrators and the NJ DOE finance office. Answering of phones; files, scans, faxes and copies as well as performs other tasks as required by the Somerset County ECBO and Executive County Superintendent of Schools.</p> <p><i>Requirements: High school diploma or equivalent; five or more years of administrative assistant experience in similar position; financial background helpful. Possession of good communication skills, verbal and written as well as proficiency in computer skills, Word, Excel and PowerPoint.</i></p>		<p>\$29,470 \$36,838</p> <p>(35 hours) N</p>	<p>CLOSING DATE 6/30/2017</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>PUBLIC INFORMATION</u>	<u>Videographer</u> Position Summary: Position will produce quality videos for Somerset County in a timely manner. Content of videos will include county programs and services, training instruction and others, as requested. Will work in an office building and remote, outdoor locations, as needed, and will be responsible for transport, set up and operation of equipment. Position will be 30 hours per week, under the direction of the Public Information Office. Responsibilities: Incumbent will assist County divisions with the development of storyboards and scripts, determining ideal locations, scheduling interview subjects and voiceovers and presenting videos for approval. Incumbent will be accountable for visual composition, lighting, sound quality, recording and editing. Incumbent will research and if approved, acquire video elements, including stock footage, photos, voice-overs, music, sound FX, etc. Incumbent will be responsible for posting the final product, upon approval from PIO, on social media (including YouTube) and the County website. Incumbent must transport, set up and operate video equipment. Incumbent will keep track of visits/hits. Incumbent will recommend equipment updates and purchases as needed. Incumbent will be required to obtain signed permission forms from all individuals appearing in videos, including County staff. <i>Requirements: Bachelor's Degree or equivalent work experience. Ability to work indoors in an office or studio environment and to work outdoors as needed (e.g. at the County 4-H Fair and other venues). Must possess the ability to deal pleasantly and professionally with in-house and external customers as well as with vendors. Ability to work with limited supervision at a self-motivated pace. Strong videography, editing, audio, visual composition and scripting skills; working experience and proficiency with video cameras, including Canon XF-205, sound equipment, lighting, Final Cut Pro (version 10) and other video editing software, and Mac and Windows platform computers. Knowledge of how to optimize video for the web and ability to post on social media, including YouTube, Facebook and Twitter. Ability to handle various tasks simultaneously and to organize, prioritize, make decisions and work efficiently and effectively under deadlines. Must possess the ability to communicate verbally and write clearly in English. Must possess the ability to lift 10-25 lbs. Must possess a valid NJ Driver's License.</i> <i>Preferred: Bachelor's degree in Film, Video Arts, Fine Arts or related area and one year's experience operating video cameras and editing equipment. Knowledge of Americans with Disabilities Act requirements. Experience with other types of editing software and operating an iPad.</i>	08D	\$23,520 \$29,400 (30 hours) N	5/26/2017 CLOSING DATE 6/30/2017
<u>RECYCLING</u>	<u>Resource Recovery Worker Inside Temp</u> Responsibilities: Position performs plant sorting of recyclables at a constant rate of conveyor speed to remove materials from tipping floor. Position performs quality control functions by removing non-recyclables from the waste stream; sorts recyclables to the proper conveyors, bins or areas. Position transfers non-recyclable materials to the proper carts or containers and moves them to the proper areas. Position activates the stop cord when a problem or unsafe situation exists on the conveyor line or other areas. Position climbs multi stair levels to job area; works at various height levels. Perform duties of Resource Recovery Worker Outside functions when necessary. <i>Requirements: High School diploma or equivalent. Preferred: Valid driver's license. Physical Strength Rating Assessment as per the Dictionary of Titles: Definition of Medium Work: (Occasional Lift up to 50 pounds and carry up to 37 pounds).</i>	AA	\$17.87 an hour - 8 hours per week - No Benefits	6/16/2017 CLOSING DATE 6/30/2017

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>EMERGENCY SVCS TRAINING ACADEMY</u>	<p><u>EMT Instructor Aide - PT</u> <u>000908777W</u></p> <p>POSITION SUMMARY: Under guidelines set by N.J. Bureau of Fire Safety, N.J. State Department of Health, New Jersey State Police, Occupational Safety and Health Administration, Federal Emergency Management Agency, Board of Chosen Freeholders, Director of Public Health and Safety and Director of the Office of Emergency Management, delivers course offerings of the Emergency Services Training Academy.</p> <p>Responsibilities: Incumbent is responsible for the delivery of course offerings of the Emergency Services Training Academy. Position must administer the policies and procedures established by the Board of Chosen Freeholders, County Administrator, Director of Public Health & Safety, and Director of the Office of Emergency Management. The position must function under detailed guidelines established by the laws of the State of New Jersey and the rules and specifications required by various State and Federal agencies. The key challenges facing the incumbent are maintaining a thorough understanding of the current information related to the instructional courses offered at the ESTA and presenting these courses in compliance with the County, State and Federal regulations and policies.</p> <p>This position reports to the Training Academy Supervisor.</p> <p><i>Requirements: Incumbent must be at least 21 years of age and have a minimum of three years of experience as an EMT and possess a valid NJ EMT card. Incumbent must provide a current resume with certificates. Upon acceptance of application and successful evaluation by the selection committee the candidate shall assume the duties of an Instructor Aide. Incumbent must present a 15-minute presentation to the instructor selection committee. Upon acceptance of application and successful evaluation by the selection committee the candidate shall assume the duties of an EMT Instructor</i></p>	AA	\$15.00 Hour - \$28.00 Hour / no benefits - on going recruitment	3/3/2017
<u>MENTAL HEALTH CENTER</u>	<p><u>Administrative Assistant III - PT</u> <u>000616777Y</u></p> <p>Summary: In this position the individual will provide data entry into Behavioral Health Software; including but not limited to terminations, transfers and referrals for additional services. Incumbent will meet with clients on their first visit to review financial responsibilities for services and set fees. Incumbent will maintain up-to-date demographics, assist in keeping accurate billing accounts for all individuals served at the Center and assist in maximizing revenue collection. Incumbent will meet with existing clients to obtain any new insurance information and complete new financial documentation and set new fees as needed. Delivery of all services is trauma-informed, wellness and recovery and person-centered in accordance with the Mission, Vision and Values of the Center.</p> <p>Responsibilities: Data entry into electronic health record system; answer billing questions; file as required. Review and update any address changes on any returned statements. Revise client co-pays; assist with review of monthly client account statements; assist with entry of demographics as needed. Data entry of client payer information and authorizations; review and resolve unpaid insurance claims. Perform other related duties as assigned.</p> <p><i>Requirements: High School diploma or equivalent; computer literate (MS Office Suite, Excel); knowledge of medical billing and coding; bookkeeping/accounting background; 3 years of experience in a mental health billing environment. Must have ability to communicate clearly and respectfully with clients; treat all clients and staff in a polite manner, with dignity and respect. Incumbent must conform to all HIPAA and HI-TECH regulations regarding confidentiality. Must be able to perform in a fast-paced, stressful environment; work in a team environment as well as the ability to work independently.</i></p> <p><i>Acceptance of employment 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>	AA	\$12.75 Hr.-12 hours per wk - Monday to Thursday - 4:30 pm to 7:30 pm. - No Benefits	6/16/2017