



COUNTY OF SOMERSET

ISSUE DATE: 07/12/2019

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: employment@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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FACILITIES AND SERVICES

Electrician

0001650566A

\$49,928

4/12/2019

APPLY ONLINE AT www.co.somerset.nj.us/jobs

Position Overview: 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.

(40 hours)
N

CLOSING
DATE
7/26/2019

[Online Only](#)
[Apply Now](#)

Responsibilities: Position inspects, troubleshoots and repairs, maintains and installs electrical wiring, fixtures, appliances, motors, lighting, emergency generators, basic fire alarms, pumps, power circuits, machine motor controllers, elevator utility power, electric security equipment such as maglocks, electric strikes and card readers, intercoms and sound equipment, and other equipment. 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 various types. Position may use various types of test equipment such as ammeters, voltmeters, and ohmmeters and megohmmeters. Position makes emergency electrical repairs, troubleshoots 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 basic 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, as well as other records. 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.

Requirements: High School diploma or equivalent. Five (5) years of experience. Ability to obtain a New Jersey Board of Electrical Contractors Certified Journeyman's License. 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.

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>PUBLIC INFORMATION OFFICE</u>	<u>Public Information Assistant</u> APPLY ONLINE AT www.co.somerset.nj.us/jobs	<u>0001041298C</u>	\$32,500 \$43,300	6/28/2019
Online Only Apply Now	<p>Position Overview: Incumbent will assist with various public information projects, including press releases, media events, special events (e.g. 4-H Fair), speechwriting, website and social media postings; create periodic social media reports and suggests strategies; and perform other duties as required.</p> <p>Responsibilities: The incumbent will be responsible for the county's social media channels, including posting, monitoring and creating periodic reports, and suggesting social media strategies or campaigns that will deepen engagement. Assists with the preparation of press releases and other materials for distribution to the local media and to e-bulletin subscribers, with the Public Information Office (PIO) Director's approval. Posts press releases to the county website and social media pages. Takes photographs at Freeholder meetings and county events; sends photos to media and posts on website and social media, with the PIO Director's approval. Writes Freeholders' remarks or bullet points for various events for approval by the PIO Director. Programs messages on the county's electronic sign. Assists with arrangements for Somerset County's participation in the annual 4-H Fair and other special events. Assists with PIO duties at the Emergency Operations Center during emergencies, as needed. Assists with maintaining OnBase archive of press releases and e-newsletters. Assists with marketing of the county brand logo and tagline. Assists in responding to daily to phone and mail requests for information. Searches online media postings and shares links with Freeholders, PIO staff and appropriate division personnel. Performs other duties as assigned.</p> <p><i>Requirements: Bachelor's degree in public relations, journalism, or related field along with one year of experience in any of these fields. Proficiency in MS Office Suite. Ability to communicate verbally and write clearly in English. Excellent written communication skills. Strong interpersonal and organizational skills. Thorough knowledge of the internet, including experience in providing website content and posting to social media sites. Professional telephone manner. Ability to use digital SLR camera.</i></p> <p><i>Preferred: Ability to learn and operate specialized software, e.g. electronic sign program. Knowledge of county government policies and procedures and the operation of individual departments and divisions.</i></p>		(35 hours) E	CLOSING DATE 7/26/2019

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>ENGINEERING</u>	<u>Engineer II - Parks</u> APPLY ONLINE AT www.co.somerset.nj.us/jobs	<u>0004540577A</u>	\$49,400 \$65,900	6/28/2019
<u>Online Only</u> <u>Apply Now</u>	<p>Responsibilities: Incumbent will be responsible for managing the construction activities of the Parks Section within the Engineering Division. On-site inspection of construction projects for compliance with plans and specs. Coordinate construction with contractors, vendors, park comm. Staff, utilities, code officials/other county engineering staff. Investigate construction problems and conflicts on construction projects and make recommendations to resolve problems and conflicts. Coordinate and conduct project meetings to exchange information and review minutes of meetings. Assist with planning, designing and contracting for park improvement projects. Consult with other sections regarding facility maintenance or park improvement projects. Review plans/specifications for in-house park improvements to be implemented by section staff for constructability. Prepare sketches for non-complex improvement projects. Attend pre-construction meetings with contractors, consultants and staff. Solicit proposals for work by outside contractors. Review and make recommendations of change orders. Provide technical and administrative support to other sections. Oversee centralized technical programs, e.g. potable well testing and reporting. Assist Principal Engineer I – Parks with preparing annual Capital Budget request. Follow and enforce Engineering Division policies and procedures. Incumbent will assist Park Staff with overseeing work performed by contractors that have open ended maintenance contracts consisting of electrical, plumbing and HVAC. Independently meet with contractors to go over scope of work and what needs to be included in the proposal. Collaborate with the contractor in developing a solution on repair work. Review of proposals to ensure reasonableness of cost; modify design in the field based on field conditions. Perform other duties as assigned.</p> <p><i>Requirements: Associates degree and four years of experience in managing construction projects, two of which is in the public sector or a high School diploma or equivalent; six years of experience in managing construction projects, three of which is in the public sector. Must have the ability to read, analyze and interpret blueprints, technical procedures, codes, and regulations. Must have the ability to write reports and correspondence; must be proficient in office computer use, including Microsoft Office, email, and other computer applications. Must have the ability to effectively present information and respond to questions from superiors, contractors, Engineering Division staff and the general public. Must possess a valid NJ Driver's License.</i></p> <p><i>Preferred: Knowledge of overall organization and procedures of County government, construction plans and specifications, codes, regulations, and project estimating relative to building construction. A thorough knowledge of County policy and procedures.</i></p>		(40 hours) N	CLOSING DATE 7/26/2019

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>TRANSPORTATION</u>	<u>Motor Coach Operator</u> APPLY ONLINE AT www.co.somerset.nj.us/jobs	<u>0006831040A</u>	\$39,400	7/12/2019
Online Only Apply Now	<p>Responsibilities: Position provides Public and/or Para Transit Services to eligible Somerset County residents. Driver performs duties assigned by the Community Transit Supervisor to ensure that eligible clients and/or the general public are picked up and transported to their destination in a safe, reliable and courteous manner. Position checks messages for any additions or changes to their daily schedule. Position performs safety checks on the vehicles assigned daily, reports any malfunctions to the appropriate staff; enters appropriate information into electronic manifest. Position follows all safety instructions per the direction of the Para-Transit Manager, Community Transit Supervisor, Transportation Coordinator, Director or Dispatcher. Position follows the route described on the vehicle manifest and alerts dispatch when the route is being delayed due to roadway issues or there are significant delays in keeping to the assigned schedule. When required, delivers hot and cold meals to the homebound. Position performs additional duties as assigned by Para-Transit Manager, Community Transit Supervisor, Transportation Coordinator or Transportation Director.</p> <p><i>Requirements: CDL Class B w/passenger endorsement; air brake restriction removed; requires retention of a valid Federal Motor Carrier/NJMVC approved Medical Examiner Certificate. Minimum one year prior experience as a professional driver transporting senior citizens or persons with disabilities and/or public transit driver or school bus driver is required. 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; 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. Driver must be able to provide reasonable assistance to passengers to and from their destinations when requested; including but not limited to pushing a wheelchair up and down ramps. Driver must be able to manually operate mobility device loading and securement systems. Driver must be able to tolerate changes in temperature given that transportation service is provided year round during both extreme hot and cold weather conditions. Driver must have Knowledge of Somerset County roads, be able to read a map and follow directions to various local and regional destinations. Driver must be able to bend, stretch and manually tighten securement devices by hand to safely secure wheelchairs and other mobility devices in the tie down positions provided on the vehicles. This position has a Physical Strength Rating Assessment as per Dictionary of Titles as Medium work. The definition of Medium Work: (occasional lift up to 50 pounds, pull up to 64 pounds, and push up to 64 pounds). In order for a Motor Coach Operator to safely perform all required duties in an efficient manner, they must also be able to occasionally lift loads (maximum weight of 50 pounds) to 44 inches in height onto a shelving unit, occasionally place loads (below knee level) into storage area, and walk community distances to deliver meals. Acceptance for employment contingent upon passing federally mandated pre-employment drug screen.</i></p>		(40 hours) N	CLOSING DATE 7/26/2019
			Must be available between the hours of 5:15 am & 8:15 pm	

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
MENTAL HEALTH	Substance Abuse Counselor APPLY ONLINE AT www.co.somerset.nj.us/jobs	0006161663B	\$50,900 \$67,900	6/17/2019
Online Only Apply Now	<p>Responsibilities: Incumbent will be responsible for the person-centered evaluation of clients, including strength-based recovery planning goals and objectives, and assignment of appropriate DSM 5 related diagnoses to enhance the recovery process; provide wellness and recovery substance abuse treatment based on the 8 dimensions of wellness; may provide case management; document clinical activity in accordance with agency standards; participate in supervision to optimize clinical effectiveness and productivity; consult and collaborate with other providers to assure coordination of care; engages in continuing education to maintain and develop clinical skills; meet agency competency standards; and satisfy requirements for ongoing licensure (LSW, LCSW, LPC, LAC, LCADC); participates in department and agency wide meetings designed to assure program effectiveness; may be assigned limited supervisory functions with newer clinicians or students; participates in community consultation and education programs as assigned; participates in system-wide performance improvement; may provide evaluation and consultation to individuals served in other Center programs.</p> <p><i>Requirements: Master's degree in social work or equivalent from an accredited graduate program; must have an LAC or LSW at minimum. Relevant clinical experience with the dually diagnosed clinical populations, and familiar with self-help aspects of treatment (12 Step programs, Dual Recovery, MI, etc.); age specific knowledge & skills; must be able to demonstrate the knowledge and skills necessary to provide care to: adults, children, adolescents, older adults. Must demonstrate knowledge of key principles of wellness and recovery, trauma informed care, cultural competency, growth and development of the life span, possess the ability to assess data reflective of the individual's status and be able to interpret the appropriate information needed to identify each individual's needs relative to his/her age in accordance with the Center's policies and procedures.</i></p> <p><i>Preferred: Minimum of two years of postgraduate experience; knowledge and literacy in use of computer and electronic health record systems. At or close to full licensure (LCSW, LPC); close to completing LCADC. Bilingual (Spanish/English) and experience working with diverse populations. Other specialized skills/experience desirable (sexual abuse, domestic abuse, personality disorders, forensic, or gerontology.)</i></p> <p><i>**Acceptance of employment contingent upon passing a pre-employment physical and drug screen required.</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>	(37.5 hours) E	CLOSING DATE 7/26/2019	
			Two vacancies	

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>MENTAL HEALTH CENTER</u>	<u>Health Data Specialist</u> APPLY ONLINE AT www.co.somerset.nj.us/jobs	<u>0006160770A</u>	<u>\$40,800</u> <u>\$54,400</u>	5/17/2019
Online Only Apply Now	<p>Position Overview: Position will manage RHCMHC's electronic health record (EHR) database. Incumbent helps define the strategy and roadmap to ensure EHR alignment with business needs (regulatory, financial and clinical). Incumbent will work closely with County IT to develop, implement and modify EHR software and hardware requirements as needed.</p> <p>Responsibilities: Incumbent will manage EHR technology implementations and upgrades; will build and maintain program configurable forms and Center-wide documents; will work with Health Information Compliance Director to develop Standard Operating Procedures for critical EHR function. Incumbent will also work closely with IT Division. Incumbent will maintain data integrity in the EHR by regularly analyzing data; will ensure that outcome measures necessary for Meaningful use attestation, grant reporting and value based insurance reimbursements are being collected and reported. Incumbent will act as the SQL Server Database Administrator (DBA) for the Electronic Health Record System. Incumbent will create custom queries to comply with federal, state, payer, licensing body and grantor requests as necessary and creates and maintains reports for end users within the Center. Incumbent will oversee the maintenance of the data collection and report writing functionality in the EHR. Incumbent will work closely with directors and managers to monitor productivity; will prepare supporting documentation for monthly RH Management meetings. Incumbent will work with Business and Operations Director on grant and State reporting. Incumbent will also assist Center staff with routine computer issues. Incumbent will oversee the tracking and reporting of active client demographics, diagnoses and outcome measures. Incumbent will perform other related duties as assigned</p> <p><i>Requirements: Associate's degree in Information Systems; previous experience in the use of an EMR (Electronic Medical Record) or EHR (Electronic Health Record). Intermediate or advanced knowledge of codes in SQL 11 g, PSL and HIVE. Strong knowledge of relational database and programs (MySQL or Access). Experience with report writing (Pentaho Report Designer, Birst, Cognos, Crystal Reports, etc.) Experience managing BI (Business Intelligence Software) like Power BI, Birst, SAP, Cognos, etc. Advanced knowledge of connection networks (HL7) and programming of tools for applications within EHR (i.e. client portal, HIE). Advanced knowledge of Excel. Detail-oriented individual who can consistently meet deadlines and work well within a team environment. Valid NJ Driver's License in good standing.</i></p> <p><i>Preferred: Bachelor Degree in Computer Science. Knowledge of QCMR unit reports for the state of NJ. Knowledge of Meaningful use attestation and the reports that are generated to qualify as provider and obtain incentives. Knowledge of MACRA MIPS and the reporting system. Knowledge of the new Value Based Care (VBC) state payment system. Knowledge of FFS (Fee for Service). Bilingual preferred.</i></p> <p><i>* 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>	(40 hours) N	CLOSING DATE 7/26/2019	

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>FACILITIES & SERVICES</u>	<u>Plumber</u> APPLY ONLINE AT www.co.somerset.nj.us/jobs	<u>0001651156A</u>	\$37,100 \$49,500	7/12/2019
Online Only Apply Now	<p>Position Overview: Performs general plumbing work involved in repair, maintenance and installation of plumbing systems under the supervision of the Plumbing Foreperson. Position may work from sketches, plans and specifications in accordance with plumbing codes or accepted trade practices.</p> <p>Responsibilities: Position completes work properly and in a timely manner. Responsible for installations, repairs, and/or maintains gas, water and waste disposal pipes, pneumatic lines, heating and cooling systems, fire sprinkler systems, sump pumps and boilers. Position will troubleshoot and inspect for malfunctions and makes emergency and permanent repairs. Position clears obstructions from waste disposal pipes, toilets, sinks, etc. Position installs and repairs piping systems using flanged, screwed, Pex, hub, pro-press, compression, and soldered joints. Position works from sketches, plans and specifications in accordance with plumbing codes and approved trade practices. Position prepares written time and materials estimates as required; prepares appropriate reports. Position may be assigned work of other crafts, as needed or in an emergent situation. Position shovels snow and operates equipment used in snow removal when needed. Position performs other duties as assigned by the Director of Public Works.</p> <p><i>Requirements: High School diploma or equivalent; successful completion of a 4-year vocational apprenticeship with certificate; Plumbing Journeyman's card; three years of experience in the plumbing trade. Knowledge of applicable codes and standards, including plumbing, mechanical, fuel gas, etc. Working knowledge of standard tools, materials, methods, practices, occupational hazards and safety precautions necessary for the performance of plumbing work. Must have the ability to read, write and speak English sufficiently to perform the duties of the position. NJ CDL class B or the ability to obtain CDL within three (3) months of employment and acceptable driving record. Preferred: Black Seal License</i></p>		(40 hours) N	CLOSING DATE 7/26/2019

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
VEHICLE MAINTENANCE	Senior Mechanic APPLY ONLINE AT www.co.somerset.nj.us/jobs	0004571514A	\$33,700 \$44,900	4/12/2019
Online Only Apply Now	<p>Responsibilities: Position repairs gasoline and diesel powered equipment and vehicles, and related components including transmissions, brakes, drive trains, cooling and electrical systems, alignments, etc. Required to use a computer, knowledge of PC operations and software, knowledge of internet use. Knowledge of hydraulics, hose replacement and hose fabricating. Performs preventive maintenance for all assigned vehicles and equipment. Operates a variety of diagnostic tools and a variety of hand, electric, and air-driven tools. Tests, services and repairs vehicles and equipment. Inspects, adjusts and replaces necessary units and related parts in the performance of repairs and maintenance work. Ensures shop cleanliness and maintenance on a regular basis. Building safety checks. Ability to work long hours and/or shift work during snow operations, along with irregular hours during the winter. Diagnose, troubleshoot problems on vehicles using computerized scanning equipment and lap top computers in order to repair and maintain vehicles and equipment in the County fleet. Fabricate parts using welding equipment. Knowledge in the use of New Jersey state inspection equipment. Knowledge in the use of New Jersey diesel emission inspection equipment. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and schematics. Ability to perform vehicle recovery and towing operations. Ability to drive. Perform related work as required. Ability to work independently. Ability to manage time effectively. Ability to maintain adequate attendance. Ability to operate forklift. Assist mechanics with repairs, identifies and resolves problems. Ability to supervisor Mechanic and Mechanic Helpers; training and development for new employees. Physical Strength Rating Assessment as per DOT: Heavy Work; (Definition of Heavy Work: Exerting in excess of 100 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).</p> <p><i>Requirements: High school diploma or equivalent; or five years related experience and or training; or equivalent combination of education and experience. Valid NJ CDL Class B with air brake endorsement or the ability to obtain within 3 months of hire date; acceptable driving record as per *county standards. Fork lift license or the ability to secure one. Supplemental Vo-Tech Automotive courses, minimum five years related experience and /or training; or equivalent combination of education and experience. On going certification in all areas of automotive repairs. Must be able to follow oral and written directions and maintain work order records. Knowledge of automotive and truck repair. Knowledge of vehicle maintenance shop practices techniques, methods and tools used in maintenance and repair of automotive equipment. Skilled in the use of tools and operation of machines and equipment commonly used in the automotive trade.</i></p> <p><i>Preferred: Valid NJ driver's license with a Class A CDL and acceptable driving record per County standards. Ability to perform New Jersey state inspections. Ability to perform New Jersey Diesel emission test. Knowledge of welders and metal fabricating. Ability to perform vehicle recovery and towing operations. Ability to solve practical problems. Ability to use a computer, knowledge of PC operations, and software, knowledge of internet use.</i></p> <p><i>* No DUI convictions within past 10 years; no reckless driving convictions within past 3 years; no more than 6 current points. Investigation of any fatal accident or revocation of driving privileges.</i></p>	(40 hours) N	CLOSING DATE 7/26/2019	

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>WORKFORCE DEVELOPMENT BOARD</u>	<p><u>Director, Workforce Development Board</u> <u>0001701213C</u></p> <p>Position Overview: The Director, Workforce Development Board, reports to the Somerset County Administrator, the GRWDB and the Chief Elected Officials of Somerset and Hunterdon Counties. The Director is responsible for all Board and division activities, including but not limited to implementing Board priorities and policies, managing staff of the division, developing and implementing strategic plans, developing and managing the budgets of the GRWDB and Greater Raritan Career Training Services, organizing and conducting meetings of the Board, on-going financial management and planning, overseeing state-mandated Committees established by the Board, marketing and communications, aligning local plan efforts with regional and state workforce priorities, engaging public and private institutions, businesses and individuals in local workforce programs, and all other responsibilities as may be determined by the GRWDB leadership.</p> <p>Responsibilities: Position insures that the GRWDB is fulfilling legislated responsibilities of the Workforce Innovation and Opportunity Act of 2014. The Director Works closely with Board members, elected officials, partner and oversight agencies, GRWDB staff, other Somerset and Hunterdon county staff (including the fiscal agent) and related institutions in accomplishing goals and objectives as defined by the Board through strategic planning, and in alignment with regional and state workforce priorities. Develops, communicates and implements SMART goals based on Board policy direction. Supervises and manages professional staff in the accomplishment of goals, objectives and tasks. Develops, administers and monitors an annual budget for the GRWDB and, working with the One Stop Operator, develops an annual budget for direct program services. Develops and implements strategies to engage the private sector relative to future workforce and human resource talent needs. Understands the different local workforce programs being offered by various public local and state entities in Hunterdon and Somerset counties, as well as community agencies, and looks for opportunities to connect programs, to encourage collaboration, cooperation, and capacity-building. Key to this is assessing under-utilized program's efficacy, as well as helping employers and community members identify gaps that can be addressed with better, targeted programming. Represents Greater Raritan interests at general and director meetings of the State Employment and Training Commission (SETC), monthly meetings of the Garden State Employment and Training Association (GSETA), and monthly meeting of North Jersey Partners (NJP). As part of this, also ensures that staff members attend relevant state meetings, and board members are aware of these meetings as well as ongoing state initiatives. Participates in other state-planning and related workforce initiatives to ensure that Greater Raritan has a voice in ongoing and developing regional and state programs. Ensures that state-provided demographic and statistical data focusing on employment trends as well as private sector talent needs is shared with the Board, the One Stop Operator, elected officials and other relevant partners to help inform local and regional plans, and does original research as needed. Researches, analyzes and summarizes and reports to the GRWDB and other partners on federal and state rules and regulations governing workforce investment grants. Working with GRWDB staff as well as the fiscal agent, identifies opportunities for additional funding streams, which could be from other federal and state programs or private foundations and funding sources. Supervises and insures the scheduling of Board and Committee meetings including agendas and insures publication of meeting minutes.</p> <p><i>Requirements: College degree and/or relevant experience in public or private sector human resources, public workforce investment grants, economic development and/or public or private workforce training and education along with supervisory experience. Ability to work with a variety of partners and interests, including local, regional and state officials and representatives, elected officials, educational institutions, community non-profits, economic development entities, large, mid-sized and small businesses, and other partners, to create a culture where collaboration is the norm, and the mission focuses relentlessly on career pathways that provide sustainable wages and that meet evolving employer needs. Experience with non-profit organizations, their governance and management structures and overall Valid NJ driver license.</i></p>		<p>\$80,000 \$80,000</p> <p>(35 hours) E</p>	<p>6/28/2019</p> <p>CLOSING DATE 7/26/2019</p>
			100% GRANT FUNDED	

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>GRWDB/COUNTY ADMINISTRATOR</u>	<p><u>Job Developer</u></p> <p><u>0001701212C</u></p> <p>Position Overview: Position assists with the performance of field and office work aimed at the retention of, or provision of assistance to current, new or expanding businesses in Hunterdon and Somerset counties. Incumbent works with a variety of partners, including state Business Representatives, Career Training Services, Employment Services, Raritan Valley Community College and others as needed, to ensure that jobseekers in the system are matched with available positions trying to be filled by employers. Incumbent engages and builds 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 and advising the Director as to their activities, priorities, and strategies as relates to the interest of the GRWDB. Incumbent works with the Business Services Specialist to cultivate connections with businesses. Incumbent will support other administrative and program work within the workforce development system of the two counties as needed.</p> <p>Responsibilities: Incumbent will act as liaison between businesses, public and private agencies to present the concerns and needs of the businesses to employer councils, economic councils, planning agencies, and other public and private agencies as needed. Incumbent will maintain a list of available jobs from the state DOL Business Representatives and matches clients in Employment Services, Career Training, Raritan Valley Community College and other programs with those positions as appropriate. Incumbent will maintain an effective working relationship with federal, state and local government agencies, businesses, legal association, local and regional private consultants, and local and regional business groups and associations to help address the needs of businesses and jobseekers. Incumbent will gather information and data pertaining to the availability of specific skills required by businesses and disseminates information to state and local partners; informs businesses of incentives as appropriate for certain groups of unemployed or underemployed workers. Incumbent will assist businesses in connecting with the state Business Representatives for various services offered by the state, including job fairs, training grants and other programs as appropriate. Incumbent will work with Case Managers to assist jobseekers from Employment Services Career Training, Raritan Valley Community College and other partners as needed. Incumbent understands and uses New Jersey's One Stop Operating System (OSOS) for job matches, customer demographic information and program progress reports. Understands and uses WIOA Dashboard and other state and county resources to help guide job development work to help inform partners as well as the strategic planning discussions of the GRDWB. Incumbent will assist in supporting the work of the GRWDB office, collaborating with for the Director, Business Services Specialist and Business Manager; can include daily administrative work, annual report production, local and state events, including workshops and job fairs, and other programs and events that engage all partners in the community in building a robust workforce</p> <p><i>Requirements: College degree and/or relevant experience in public or private sector human services, public workforce investment system, and/or workforce education and training. A valid New Jersey Driver's license is required. Knowledge of human services, workforce education and training programs, educational resources, and job training programs preferred. Ability to work effectively with personnel in other government, public and private agencies, and with representatives of employer and/or worker groups to establish and implement programs. Ability to work effectively with jobseekers in the system to match them with available job openings. Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the GRWDB and related departments.</i></p>		<p>\$40,000</p> <p>\$40,000</p> <p>(35 hours)</p> <p>E</p> <p>100% GRANT FUNDED</p>	<p>6/28/2019</p> <p>CLOSING DATE</p> <p>7/26/2019</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>OFFICE ON AGING - NUTRITION</u>	<u>Senior Center Manager</u> APPLY ONLINE AT www.co.somerset.nj.us/jobs	<u>0006861420C</u>	\$32,500 \$43,300	7/12/2019
Online Only Apply Now	<p>Responsibilities: Manages a multi - purpose senior wellness center, designed to promote physical and emotional well-being and to lessen the isolation of older adults. Supervises and ensures that the senior center's food service operation and senior center operations are in compliance with federal, state, county and Health Department regulations, policies and guidelines; plans/coordinates a calendar of events for senior center participants according to specific calendar planning criteria; markets the center to the public and identifies key community leaders who can help identify potential center participants; plans/implements fundraising activities to support the implementation of senior center programs; provides information to clients/caregivers about services; trains, supervises and evaluates staff; recruits, trains, supervises and recognizes the accomplishments of volunteers; ensures that pertinent records, reports and data regarding the senior center and its clients have been maintained/completed to comply with internal/external reporting requirements of funding/administrative sources; covers essential senior center support staff functions during absences.</p> <p><i>Requirements: Associate Degree in Social Services, Recreation/ Health/Geriatric related field or equivalent experience. Minimum one-year experience working with older adults and experience planning and executing events and activities. Excellent interpersonal, problem solving and organizational skills; applicant must be creative, detail oriented and flexible. Experience in problem solving. Basic math/clerical skills/computer skills (Word, Excel, Outlook). Ability to pass state or local food handlers' training tests. Ability to pass Office on Aging tests on Nutrition Program policies and procedures. Ability to lift/move steam table pans of food, trash, boxes of supplies and senior center furnishings up to 35 pounds; ability to stand/walk/reach/bend to complete tasks for extended periods of time. Valid NJ Driver's License; ability to independently travel to alternate locations as assigned. Skills test administered during interview to evaluate multiple required skills, including computer and basic math skills. Preferred: Certified Activities Professional – (NCCAP) – National Certification Council for Activity Professionals.</i></p>		(35 hours) N	CLOSING DATE 7/27/2019

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>ROADS/TRAFFIC SAFETY</u>	<u>Senior Traffic Signal Electrician</u> APPLY ONLINE AT www.co.somerset.nj.us/jobs	<u>0004551580A</u>	\$37,100 \$49,500	6/14/2019
Online Only Apply Now	<p>Position Overview: Position ensures public safety by the continual maintenance, rapid repair and inspection of the County traffic signal system. Position monitors this system for optimum performance through design updates and modifications; responds to emergency calls on a 24 hour basis.</p> <p>Responsibilities: Position reports for all emergency traffic signal and safety device calls as required (on call 24/7). Position responds to non-emergency calls for the repair and maintenance of traffic signals and safety devices; implements modifications to existing signals. Position schedules, assigns and reviews work; communicates section functions and needs to supervisors. Position acts as a liaison between the Traffic Safety Services Division, property owners, residents and community representatives with regard to areas of concern; investigates and responds to public/private complaints. Position attends various training seminars and training courses presented by professional instructors to keep abreast of the new safety and work practices established by OSHA. Position utilizes DPW Hansen Infrastructure Management System. Position performs skilled and unskilled labor to ensure the efficient operation of the division in accordance with departmental and divisional policies. Position drives trucks and hauls materials and/or equipment to and from projects in a safe and timely manner. Position performs work zone traffic control to ensure the flow of traffic is not disrupted. Position performs other related duties in the Department of Public Works as required.</p> <p><i>Requirements: High school diploma or equivalent; thorough knowledge of electrical work, electronics and construction techniques. Incumbent must have knowledge of construction and repair techniques, equipment and materials related to traffic control devices. Incumbent must possess a valid driver's license and commercial Class B driver's license. Five years of experience in electrical and electronics troubleshooting. Incumbent must be well-versed in specifications, regulations and standards of the NJ DOT National Electrical Code. Incumbent must have the ability to read blue prints and give verbal instruction is essential to the position. The incumbent must be able and willing to work outdoors; must be willing to operate a bucket truck to heights of 50 feet.</i></p> <p><i>Preferred: Sufficient combination of education and experience in electronic and electrical theory and practice to qualify as a journeyman electrician and electronics technician. Knowledge of Somerset County policies and procedures. Ability to utilize an electronic infrastructure management system.</i></p>		(40 hours) N	CLOSING DATE 7/26/2019

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>MENTAL HEALTH</u>	<u>Substance Abuse Counselor - PT</u> <u>000616777W</u> APPLY ONLINE AT www.co.somerset.nj.us/jobs	AA	\$25.00 Hr. - 29 Hours per week - No Benefits	10/12/2018
Online Only Apply Now	<p>Position Overview: Incumbent will provide trauma-informed, person-centered counseling and case management as appropriate to clarify and support individuals' recovery goals moving toward wellness and improved mental health and quality of life. Services provided must be culturally competent and provided through a trauma informed lens; documents clinical activity per policy; contributes to agency performance improvement efforts to ensure ethical and effective treatment in accordance with state regulations and accrediting body standards.</p> <p>Responsibilities: Incumbent will be responsible for the person-centered evaluation of clients, including strength-based recovery planning goals and objectives, and assignment of appropriate DSM 5 related diagnoses to enhance the recovery process. Incumbent will provide wellness and recovery substance abuse treatment based on the 8 dimensions of wellness, and may provide case management as needed using appropriate modalities. Incumbent will document clinical activity in accordance with agency standards and will participate in supervision to optimize clinical effectiveness and productivity. Consults and collaborates with other internal and external providers to assure coordination of care; engages in continuing education to maintain and develop clinical skills; meets agency competency standards; and satisfy requirements for ongoing licensure (LSW, LCSW, LPC, LAC, LCADC). Incumbent participates in department and agency wide meetings designed to assure program effectiveness, including participation on PI committees when available. May be assigned limited supervisory functions with newer clinicians or students; participates in community consultation and education programs as assigned; participates in system-wide performance improvement. Incumbent works in a collegial manner with Center staff; may provide evaluation and consultation to individuals served in other Center programs. Performs other related duties as assigned.</p> <p><i>Requirements: Master's degree in social work or equivalent from an accredited graduate program; must have an LAC or LSW at minimum. Relevant clinical experience with the dually diagnosed clinical populations, and should be familiar with self-help aspects of treatment (12 Step programs, Dual Recovery, MI, etc.); age specific knowledge & skills; must be able to demonstrate the knowledge and skills necessary to provide care to: adults, children, adolescents, older adults. Must demonstrate knowledge of key principles of wellness and recovery, trauma informed care, cultural competency, growth and development of the life span, possess the ability to assess data reflective of the individual's status and be able to interpret the appropriate information needed to identify each individual's needs relative to his/her age in accordance with the Center's policies and procedures.</i></p> <p><i>Preferred: Minimum of two years of postgraduate experience; knowledge and literacy in use of computer. At or close to full licensure (LCSW, LPC); close to completing LCADC. Bilingual (Spanish/English) and experience/sensitivity working with culturally diverse populations. Other specialized skills/experience is also desirable (sexual abuse, domestic abuse, personality disorders, forensic, or gerontology.)</i></p> <p><i>**Acceptance of employment contingent upon passing a pre-employment physical and drug screen required.</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> <p>\$25.00 Hr. - 19 hours per week; No Benefits</p>			

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>VEHICLE MAINTENANCE</u>	<u>Mechanic's Helper - PT</u> APPLY ONLINE AT www.co.somerset.nj.us/jobs	<u>000457777Y</u>	AA	7/12/2019
Online Only Apply Now	<p>Position Overview: Under supervision, performs a variety of repairs and maintenance tasks involving various types of automotive equipment, trucks, vehicles, heavy equipment. All duties are performed in accordance with County safety codes and safe work practices.</p> <p>Responsibilities: Position assists in repairs of gasoline and diesel powered equipment and vehicles, and related components including transmissions, brakes, drive trains, cooling and electrical systems, alignments, etc. Knowledge of hydraulics, hose replacement and hose fabricating. Position assists in performing preventive maintenance for all assigned vehicles and equipment; operates a variety of diagnostic tools, a variety of hand, electric and air-driven tools. Assists in tests, services and repairs vehicles and equipment; inspects, adjusts and replaces necessary units and related parts in the performance of repairs and maintenance work. Position assists in diagnoses, troubleshooting problems on vehicles using computerized scanning equipment and lap top computers in order to repair and maintain vehicles and equipment in the County fleet. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and schematics. Perform related work as required. Position assists to ensure shop cleanliness and maintenance on a regular basis.</p> <p><i>Requirements: High school diploma or equivalent; two years related experience and/or training; or equivalent combination of education and experience. Must possess a valid driver's license. Acceptance for employment contingent upon passing federally mandated pre-employment drug testing.</i></p>		\$14.50 an hour; no benefits; Monday to Friday; 29 hours per week	

<u>MENTAL HEALTH</u>	<u>PATH Associate - PT</u> APPLY ONLINE AT www.co.somerset.nj.us/jobs	<u>0006167776Y</u>	AA	3/1/2019
Online Only Apply Now	<p>Responsibilities: Position responsible for assisting the homeless; mentally ill client toward acceptance of mental health and other critical services and to assist in housing stabilization in the community. Responsible for writing and maintaining the treatment plans, monitoring the client's progress, communicating with numerous in-house and outside providers as the client is linked to services. Incumbent provides assessment, treatment planning and crisis management and coordinates all aspects of treatment. As the coordinator of the client's treatment the clinician utilizes a holistic treatment approach in helping the client stabilize their psychiatric symptoms and permanently integrate into the community. Position maintains awareness of the practical and clinical status of each client so that individual's needs are addressed. Actively engage clients through outreach strategies with attention to rapport, boundaries and safety.</p> <p><i>Requirements: Bachelor's Degree required from an accredited college in Psychology, Social Work, Rehabilitation Counseling or a related human service field, computer literacy. Valid NJ Drivers License. Acceptance of employment contingent upon passing a criminal background check and a pre-employment physical/drug screen.</i></p> <p><i>**Preferred: Minimum of two years' experience with adults with severe mental illness and group facilitation, two years of pre-vocational knowledge application, bilingual ability (English/Spanish) and experience/sensitivity working with culturally diverse populations, knowledge of Wellness and Recovery model of person centered care as well as trauma informed care, lived experience in mental health and/or substance use disorders in recovery.</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>		\$23.46 Hr. ~ 19 hours per week ~ No benefits	

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>MENTAL HEALTH CENTER</u>	<p><u>Administrative Assistant / Bi-Lingual - PT</u> <u>0006167777Y</u></p> <p>APPLY ONLINE AT www.co.somerset.nj.us/jobs</p> <p>Responsibilities: Incumbent greets and checks in all clients and visitors and announces them to staff at the appropriate appointment times. Incumbent maintains provider's schedules in the electronic health records system; schedules appointments for providers and enters this information in the electronic health records system; reschedules appointments when providers call out or schedules change; schedule psychiatric evaluations; confirm client appointments; calls emergency codes when indicated; informs security of dangerous or emergent situations; answers and screens phone calls and forwards to staff; attends and participates in departmental meetings; educational in-services and any classes or trainings that are offered by the county to enhance performance. Incumbent is expected to engage clients served at the center and co-workers in accordance with the Mission, Vision and Values statement of the Center.</p> <p><i>Requirements: High school diploma or equivalent; two to three years of experience as a Receptionist; Bilingual (Spanish/English). Computer literate including MS Office Suite.</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	\$14.50 Hr.-19 hours per wk - No Benefits	6/28/2019
Online Only Apply Now				
<u>ROADS</u>	<p><u>Community Cleanup Worker - Temporary</u> <u>0004517777Y</u></p> <p>APPLY ONLINE AT www.co.somerset.nj.us/jobs</p> <p>Position Overview: Temporary position provides services in furtherance of cleanup, demolition, repair, renovation and reconstruction of destroyed public structures, facilities and lands within communities of the County. Additionally, employee may also be directed to provide services in furtherance of assistance improving County infrastructure.</p> <p>Responsibilities: Position may be assigned to any or all of the following; litter pick up, trimming, cutting, picking up and hauling branches and logs. Shoveling, raking, picking up and hauling of debris and garbage. Cleaning of culverts, catch basins, retention ponds and other drainage structures using scavengers and/or hand tools following standardized procedures. Position may also be assigned to loading and unloading trucks; repairing and reinstalling of signage. Position may be assigned to reinstalling and repairing fence posts; performing minor building repairs; road repairs and other duties as assigned. Position performs under hazardous working conditions on and off the roadway including waterways as required. Position works in all kinds of weather; works long hours in any emergency such as snow, flooding, etc. with appropriate breaks as required. Position has a Physical Strength Rating Assessment as per Dictionary of Titles of Very Heavy Work; the definition of Very Heavy Work: Exerting in excess of 100 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.</p> <p><i>Requirements: High school diploma or equivalent, be at least 18 years of age and in good physical condition. The incumbent should have the ability to understand and carry out written and oral instructions and be able and willing to work outdoors. Valid NJ Driver's License.</i></p>	AA	\$12.85 Hr. - No Benefits - Temporary Position - Grant Funded	6/28/2019
Online Only Apply Now				

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>FACILITIES & SERVICES</u>	<u>Facilities Attendant - PT</u> <u>0001657777Y</u> APPLY ONLINE AT www.co.somerset.nj.us/jobs Responsibilities: Position greets visitors to County facilities; answers inquiries and provides directions to County offices. Position attends parking areas and enforces parking policies and procedures; walks building perimeters. Position controls traffic when needed; provides visitor guidance as needed. Position monitors facility activities and conditions and prepares master checklist. Position will report unusual situations and facility systems problems to supervisor; compiles master checklists and maintains file of same. <i>Requirements: High School or equivalent. Good communication skills. Valid Driver's License. An understanding of Somerset County offices and the services provided preferred. Physical Strength Rating Assessment as per DOT as Light Work; definition of Light Work - Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Monday to Thursday - 4:00 pm – 8:00 pm & Friday 4:00 pm - 6:00 pm.</i>	AA	11.22 an hour; approximately 18 hours per week - No Benefits	7/12/2019

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