

Please Post

14 July, 2020

NOTICE OF VACANCY

TITLE: Central and Shared Services Department Administrator

JOB STATUS: Unclassified and Unrepresented

LOCATION: Administrative Center, One Spring Street, Newton, NJ 07860

DIVISION/DEPARTMENT: Department of Central and Shared Services

DATE OF VACANCY: Vacant

STARTING SALARY: \$106,647 (NR-17)

CLOSING DATE FOR APPLICATIONS: **Friday, August 7, 2020**

TENTATIVE START DATE September 14, 2020

MINIMUM REQUIREMENTS:

Seeking full-time professional to direct and supervise the Divisions of Central Administration, Facilities Management, and Technology. The successful candidate will have skills or experience with operating and capital budgets, collective bargaining agreements, risk management, and the local public contracts law. Must have strong management experience and excellent written and oral communication skills. A minimum of five (5) years related experience required. Must possess a Bachelor's degree from an accredited college or university, Master's degree preferred. Submit an [application](#), cover letter, resume, and three (3) professional references.

JOB DUTIES:

- (A) Direct and supervise the work of the department and its employees in the Division of Central Administration, the Division of Facilities Management, and the Division of Technology and Information Management;
- (B) Assign functions, powers, and duties of subordinate officers and employees within the department and modify such assignments as necessary, subject to the limitations of the State of New Jersey Civil Service Commission;
- (C) Delegate to Division Directors (County Division Heads) such powers and authority as he/she may deem necessary for the efficient administration of the department;
- (D) Report as directed by the County Administrator on the activities and accomplishments of the department;
- (E) Implement such procedures and regulations as may be established by the County Administrator or the Board for the proper administration of County affairs.

RETURN COMPLETED APPLICATIONS AND RESUME TO:

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

COUNTY OF SUSSEX
Sussex County Administrative Center
Office of Employee Services
One Spring Street
Newton, NJ 07860

The County of Sussex provides Equal Employment Opportunities to all applicants regardless of race, creed, color, ancestry, sex, age, disability, marital status, national origin, atypical, hereditary, cellular or blood trait, or on the basis of affectional or sexual orientation.