

Please Post
January 18, 2022

NOTICE OF VACANCY

TITLE: DIVISION HEAD, COMMUNITY AND YOUTH SERVICES

JOB STATUS: Full-time, 40 hours/week – Non-represented

DEPARTMENT/ DIVISION: Department of Health and Human Services
Division of Community and Youth Services

LOCATION: One Spring Street
Newton, NJ 07860

SALARY RANGE: \$82,810 (NR-14)

CLOSING DATE: January 28, 2022

TENTATIVE START DATE: to be determined

MINIMUM REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a bachelor's degree.

EXPERIENCE:

Five (5) years of professional experience in the planning, supervision, and evaluation of human services programs in the public sector including the specific duties below.

Excellent verbal, written and oral communication skills with strong interpersonal skills required. Requires strong planning, grant writing and program evaluation experience; knowledge of Sussex County community agencies and human service populations; and a proven history of effective staff supervision.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

JOB DUTIES:

Under the direction of a Department Head provides leadership to the Division of Community and Youth Services, Office of Transit and a 24/7 Detention Alternatives Program.

- Responsible for the day to day operations, administration, supervision, staffing, reporting, monitoring, budgeting, strategic planning, dissemination of information and service provision pursuant to all applicable laws, rules and regulations pertaining to county responsibilities for the Division of Community and Youth Services, Office of Transit, and a 24 hour/7-day Detention Alternatives Program.
- Directs the administration of the division's grant programs and all funding sources. Duties also included administrative oversight of Juvenile Detention Center and Youth Shelter contracts. Provides leadership, oversight, direction and supervision to all staff under the division.
- Prepares, reviews and implements policies and procedures.
- The Division Head shall be responsible for the completion of grant applications, coordination of needs assessments, program planning, development, implementation, monitoring and evaluation for each program and services, and provide staff support for all advisory and planning bodies in the division.
- The Division Head may be assigned the responsibility of overseeing additional programs established within the Department of Health and Human Services. Can function as department representative on county and state advisory bodies.
- Coordinates community resources and services relating to issues pertaining to varied human service populations.
- Maintains liaison with state and local agencies and organizations concerned with human service programs.

- Consults with, advises, and provides professional and technical assistance to community organizations, associations and groups, which can contribute to the understanding of human services constituents.
- Assesses adequacy of existing programs, identifies gaps and recommends alternatives and new solutions to persistent problems involving human service clients.
- Ensures timeliness and accuracy of agency work in accordance with county, state and federal mandates and guidelines.
- Oversees the following activities and outreach of the division:
 - Maintains a continuous inventory of resources and services available to citizens.
 - Plans and develops education and public information programs.
 - Promotes public relations by speaking before various civic and community organizations.
 - Collaborates with public and private agencies.
 - Coordinates community needs assessments.
 - Communicates with groups through public speaking, leading discussions and informal conversation.
 - Prepares clear, accurate, and informative reports containing findings, conclusions and recommendations.

RETURN COMPLETED APPLICATIONS TO (On Standard County Application Form available at sussex.nj.us)

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

Fax: 973-579-0355

Email: employeeservices@sussex.nj.us

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.