



# VACANCY ANNOUNCEMENT

**The Department of Health has a career opportunity for qualified candidates for the following position:**

Title <b>Executive Director [Unclassified]</b>		Salary <b>TBD</b>	
Posting Number <b>284-18</b>	Position Number <b>952178</b>	Number of Positions <b>1</b>	Posting Period * From: <b>9/12/2018</b> To: <b>9/26/2018</b>
Location: <b>IHS/Community Health Division Community Health and Wellness Unit/NJCCR, NJCEED &amp; OCCP 50 East State St., 6th Floor Trenton, NJ 08608</b>		Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>	

## GENERAL DESCRIPTION

The Executive Director would incorporate scientific evidence in making management decisions, carrying out policies and implementing programs in the Division of Community Health Services, Community Health and Wellness (CH&W) Unit: This position will have oversight of the New Jersey Commission on Cancer Research (NJCCR), New Jersey Cancer Education and Early Detection Program and the Office of Cancer Control and Prevention (OCCP).

- Developing and participating in cross-Divisional and cross-Departmental and Agency opportunities to improve health outcomes for New Jersey residents.
- Developing effective programs and policies that align with the NJDOH Mission strategies/activities, outcomes, and performance measures in chronic disease prevention related to health such as tobacco abuse, cancer, chronic respiratory diseases, diabetes and obesity.
- Supervising and leading a management team to submit application (s) when appropriate for federal grant award opportunities.
- Establishing and maintaining effective working relationships with subordinate staff, community and advocacy groups, medical professionals, Federal Qualified Health Center Administrators, Advisory Councils and Advisory Boards, Federal, State and local public health agency officials, and other external stakeholders.
- Oversight and management of state allocations, federal grants and Notice of Awards, fiscal management of expenditure reports, program spending plan(s) and fiscal reporting to federal agencies on grant activities.

**NOTE:** Preference will be given to applicants in a related field with an advanced degree in public health, health administration, nursing and social work and experience in public health/chronic disease prevention. Successful completion of the Certified Public Managers (CPM) Program will be a factor in selection. Participating in any portion of the CPM program or related programs would be helpful.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

**EDUCATION:** Graduation from and accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Five (5) years of experience in the administration and management of a program to develop and implement policy in a public or private organization.

**NOTE:** Applicants who do not possess the required education may substitute experience as indicated on a year for year basis.

**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.

## IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:  
***pstchd@doh.nj.gov***
- Mail the required documents to:  
**Donna Wagner, Administrative Assistant 2  
Community Health Division**

### Required documents:

- cover letter
- resume
- completed application, found at:  
<http://www.nj.gov/health/forms/dpf-663.pdf>

**Reference Posting #284-18**  
**New Jersey Department of Health**  
**PO Box 364**  
**Trenton, NJ 08625-0364**

*\* Responses received after the closing date MAY  
be considered if the position is not filled.*

- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
- *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
- *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
- *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
- *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
- ***The New Jersey Department of Health is an Equal Opportunity Employer.***

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