



# 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>&amp;98 - Commensurate with Education and Experience</b>	
Posting Number <b>362-18</b>	Position Number <b>937093</b>	Number of Positions <b>1</b>	Posting Period * From: <b>11/7/2018</b> To: <b>11/21/2018</b>
Location: <b>Women, Infants and Children Services (WIC) Family Health Services 50 E. State Street, 6<sup>th</sup> Floor, Trenton, NJ 08625-0364</b>		Scope of Eligibility/Open to: <b>Applicants who Meet the Requirements</b>	

## GENERAL DESCRIPTION

Under the supervision of the Assistant Commissioner, administers the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) as well as the grants for the WIC Farmers' Market Nutrition Program, the Seniors Farmers' Market Nutrition Program and the Commodity Supplemental Food Program (CSFP).

Develop, execute, monitor and provide reporting on administrative and food budgets. Administer Health Service Grants to local agencies. Oversee the nutrition education plan and compliance with the 1/6 expenditure requirement. Collaborate with state partners to promote and support breastfeeding. Develop and execute a contract for Infant Formula Rebate. Define and maintain a contract for an Automated Service Delivery System. Maintain a Vendor Management System to contract with retail grocery stores to provide authorized foods to WIC participants. Establish a Farmers' Market management system to contract with over 200 farmers. Implement a cost containment system to effectively manage food dollars. Act as spokesperson for WIC at various meetings. Write and submit annual State Plans for the 4 grant programs. Report caseload and grant information to USDA monthly. Collect, analyze and share program data. Ensure compliance with federal program and funding requirements. Provide information to program reviewers and auditors.

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.

Preference will be given to candidates that with expertise in Nutrition and Management; and a Master's degree in Food and Nutrition, Nutrition Management or Public Administration.

## 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:

***PSTFHS@doh.nj.gov***

- Mail the required documents to:

**Andrea Mahon, Executive Assistant 2**

**Family Health Services**

**Reference Posting #362-18**

**New Jersey Department of Health**

**PO Box 364**

**Trenton, NJ 08625-0364**

### Required documents:

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

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

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- *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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