



# VACANCY ANNOUNCEMENT

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

Title <b>Executive Assistant 2 [Classified Competitive]</b>			Salary <b>Y26 \$71,408.73 - \$101,588.61</b>
Posting Number <b>54-22</b>	Position Number <b>961901</b>	Number of Positions <b>1</b>	Posting Period * From: <b>01/11/2022</b> To: <b>01/25/2022</b>
Location: <b>Division of Management and Administration Office of Administrative Services 55 North Willow Street, Trenton, NJ 08618</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>
<b>GENERAL DESCRIPTION</b>			
<p>This Executive Assistant 2 will report to the CFO/Director, Division of Management and Administration and will be responsible for assisting the director in functions of the division to include Budget, Audit, Grants, Cash Management, Accounting and Procurement. The position will assist in the planning and organization of programs by recommending organizational arrangements, performance criteria, and administrative policies designed to help achieve the goals of the organization and the purpose of its programs.</p> <p>The position will confer with management personnel on their budgetary needs and allowances, will evaluate budget requests including overall operations in terms of effective use of resources and special problems of organization and administration, and will confer with the budget specialist in determining final budget application.</p> <p>The Executive Assistant 2 will serve as liaison to other department and division agencies to alleviate management and administrative problems and fulfill organizational needs and requirements by collaborating with data processing specialists in designing and installing data processing management information systems. Will confer with personnel analysts in matters of classification, recruitment, payroll, and employee problems, and consults with budget experts in matters of budget limitations and policies. Ensures that project target dates and/or deadlines are met and resolves problems which may arise and refers critical delays to the CFO.</p> <p>The position will participate in or perform special studies or investigations which require the analysis of requests and statistics in highly sensitive areas and makes recommendations regarding appropriate action. Will confers with facility management personnel on advises director on any pertinent items and draft any correspondence in the course of official duties. Prepares and oversees the preparation of clear, sound, accurate, and informative reports containing findings, statistical information, analyses, conclusions, and recommendations.</p> <p>The ideal candidate shall have a comprehensive understanding of the state fiscal processes and experience with and knowledge of financial systems including NJCFS, NJSTART/MACSE, Business Objects and SharePoint is preferred.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>EXPERIENCE:</b> Three (3) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting, or in assisting an executive with program development and implementation.</p> <p><b>NOTE:</b> Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.</p> <p><b>NOTE:</b> A Master's degree in Public Administration, Business Administration, Management, or other closely related field may be substituted for one (1) year of experience.</p> <p><b>LICENSE:</b> Appointee 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.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			

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

- Forward the required documents electronically to:  
**PSTMA@doh.nj.gov**
- Mail the required documents to:  
**Kevin Jennings, Supervising Mgt. Impr. Specialist**  
**Management and Administration**  
**Reference Posting #54-22**  
**New Jersey Department of Health**  
**PO Box 360**  
**Trenton, NJ 08625-0360**

**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.*

- *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.**
- **RESUME NOTE:** *Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*