



VACANCY ANNOUNCEMENT

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

Title Printing Operations Manager [Classified Competitive]		Salary V24 \$65,175.87 - \$92,525.88	
Posting Number 65-22	Position Number 961929	Number of Positions 1	Posting Period * From: 01/13/2022 To: 01/27/2022
Location: Division of Management and Administration Office of Administrative Services 55 North Willow Street 1st Floor, Trenton, NJ 08618		Scope of Eligibility/Open to: Department of Health Employees	

GENERAL DESCRIPTION

The Printing Operations Manager reports to the Director, Office of Administrative Services and is responsible for managing the Department of Health (DOH) Print Shop and Graphic Design Studio from product concept to design layout through production to distribution. It must be emphasized that the DOH Print Shop and Graphic Design Studio includes as its Client base, in addition to DOH, various State Agencies such as, but not limited to, the Governor's Office, Department of Agriculture, Department of Human Services, Department of Transportation, Department of Treasury, and NJSP. The position will consult with customers via the evaluation of their print request, regarding their needs and expectations.

The Printing Operations Manager will plan organizational goals and workflows to ensure creative development, quality production, timely distribution and accurate billing for each received project.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION: Completion of a vocational, technical, or specialized training program in graphic and printing communications with course work including printing techniques, copy preparation, composition and layout, and graphic arts.

EXPERIENCE: Eight (8) years of experience in work involving printing and graphic art techniques, layout, equipment and supplies, which will shall have included four (4) years of supervisory experience.

SUBSTITUTION: Applicants who do not possess the required education may substitute four (4) years of additional nonsupervisory experience as indicated above.

IMPORTANT FILING INSTRUCTIONS

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 #65-22
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.*

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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.**
 - *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.*