



VACANCY ANNOUNCEMENT

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

Title Service Director [Senior Executive Service]			Salary M98/ TBD
Posting Number 350-20	Position Number 928344	Number of Positions 1	Posting Period * From: 11/9/2020 To: 11/23/2020
Location: Community Health Services Division Community Health and Wellness Unit 50 E State Street, 6th Floor Trenton, NJ 08625			Scope of Eligibility/Open to: Applicants who Meet the Requirements

GENERAL DESCRIPTION

Under the direction of the Assistant Commissioner in the Division of Community Health Services (CHS), plans and develops programs to address prevention and or management of chronic diseases in the uninsured and underinsured disparate populations in the following areas: Diabetes, Heart Disease and Stroke, Cancer (breast, cervical, colorectal, and prostate cancers), Asthma, as well as overseeing the Office of Tobacco Control, Office/Nutrition, Physical Activity & Obesity, and the Office of Cancer Control and Prevention. Oversees the development of the federal grant applications including but not limited to the annual CDC Breast and Cervical Cancer Early Detection Agreement; Diabetes Cooperative Agreement. Coordinates the Preventive Health and Health Services Block Grant (CDC). Develop and implement a quality control/evaluation system for internal and external program activities.

REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

EDUCATION:

A Bachelor's degree from an accredited college or university is expected. An advanced degree in management, administration, or other areas related to the particular position would be helpful.

Five (5) years of supervisory/managerial experience and a variety of management experiences and organizational responsibilities would be helpful.

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.

Evidence of major professional accomplishments is required, as is demonstrated ability in communication and leadership skills.

Demonstrated managerial skills, including such factors as inter-personal skills, decision-making, problem analysis and creative thinking, administrative judgment, delegation, managerial, or financial control, interdepartmental cooperation/liaison, development of subordinates and organizational awareness are required.

Specific requirements may be waived by the Commissioner of Personnel with sufficient justification.

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
Reference Posting #350-20
New Jersey Department of Health
PO Box 355
Trenton, NJ 08625-0355**

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.*

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AUGUST 20