

NOTICE OF JOB VACANCY

DEPARTMENT: Human Services

DIVISION: Aging

TITLE: Program Specialist 2

BRIEF DESCRIPTION OF POSITION: Under supervision, develops contracts, vouchers and reports in accordance with state/funding guidelines. Must be able to meet deadlines established by state and federal governments to remain compliant with grant requirements. Must be able to generate reports. Will be responsible to provide technical assistance and training to provider agencies. Able to identify problems and provide corrective actions. Strong oral, written and technical communication skills required, must be able to use Microsoft Office Suite. Must be able to work independently.

EXPERIENCE/EDUCATION: Bachelor's degree

SALARY RANGE: \$51,902 - \$77,849

ISSUE DATE: 09/08/2022

CLOSING DATE: 09/21/2022

AUTHORIZED SIGNATURE: _____

PRINT NAME: Debbie Ann Anderson **TITLE:** Director, Dept of Human Svc

INTERESTED APPLICANTS MAY SEND RESUMES TO:
HSRESUMES@UCNJ.ORG

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EMPLOYER
UNION COUNTY RESIDENCY REQUIRED**