



# THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807  
908/725-6300 / FAX # 908/725-3365

## JOB POSTING

Title of Position: **Director of Human Services**

Reports To: **Township Administrator**

### Responsibilities and Duties

Bridgewater Township is organized as a Faulkner Act Township. The Director is an upper management level position that evaluates community health issues and develops programs to address health and/or environmental concerns. The Department head oversees the following divisions within Township government; Health, Affordable Housing, Recreation, Senior Services, Registrar and Vital Statistics. Additional duties are as follows:

1. Plans, organizes, coordinates, and directs all administrative activities for the divisions within the Department
2. Coordinates activities with other Department/Divisions to achieve maximum utilization of resources
3. Establishes and directs procedures for the office
4. Directs and coordinates the preparation and management of all Division budgets within the Department including capital budget and grants
5. Oversees the application for grant funds to support and maintain program initiatives
6. Researches, develops, and directs special projects that support community development and collaboration
7. Promotes the collection and analysis of health information to support health program decision-making to achieve goals and objectives of the Department
8. Keeps abreast of issues and concerns associated with health programs within New Jersey and related to national and international trends
9. Prepares clear, detailed, technical, and/or confidential reports
10. Manages work operations and/or functional programs, and has responsibility for all aspects of employee management per Township policies and procedures
11. Serves as liaison to several Township boards and committees and outside agencies as needed
12. Other duties as assigned and/ or deemed necessary by Administrator

### Qualifications

1. The applicant must possess a Bachelors degree from an accredited college or university, Masters degree preferred
2. Five years experience as a Director or equivalent and an in-depth knowledge of Municipal operations
3. Must be able to communicate effectively, both oral and written, with residents and staff
4. Proficient in Microsoft Office Word, Excel, etc.
5. Must be well versed in Local Public Contracts Law, OPRA, DEP rules and regulations

Salary Range: \$83,200 - \$137,393

Grade: T Non-Union

Posted: January 3, 2018

Removed: January 31, 2018

Please send cover letter, resume and three letters of reference contacts to:  
Human Resources, 100 Commons Way, Bridgewater, NJ 08807

An EEO Employer M/F/H/V