

# CITY OF PLAINFIELD

Division of Personnel

## JOB OPPORTUNITY BULLETIN

Bulletin No. 2014.11/12

Closing Date for Applications: 11/19/2014

**PLEASE POST**

City of Plainfield Residency Required



### ADMINISTRATION, FINANCE, HEALTH & SOCIAL SERVICES

#### DIRECTOR'S OFFICE

##### GRANTS MANAGER

FULL-TIME POSITION

35 HOURS PER WEEK

SALARY RANGE: \$68,823 - \$99,106

**EDUCATION/EXPERIENCE:** GRADUATION FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH A BACHELOR'S DEGREE; FOUR (4) YEARS OF EXPERIENCE IN THE COORDINATION OF GRANT FUNDING IN A PUBLIC OR PRIVATE ORGANIZATION INCLUDING BASIC EXPERIENCE IN THE OPERATION AND PROCEDURES NORMALLY ASSOCIATED WITH FEDERALLY FUNDED GRANTS AND DEMONSTRATION PROJECTS.

**NOTE:** APPLICANTS WHO DO NOT POSSESS THE REQUIRED EDUCATION MAY SUBSTITUTE EXPERIENCE AS INDICATED ABOVE ON A YEAR-FOR-YEAR BASIS.

#### COMMUNITY RELATIONS AND SOCIAL SERVICES

##### DIRECTOR OF COMMUNITY RELATIONS AND SOCIAL SERVICES

FULL-TIME POSITION

35 HOURS PER WEEK

SALARY RANGE: \$78,098 - \$106,271

**EDUCATION/EXPERIENCE:** GRADUATION FROM AN ACCREDITED COLLEGE OF UNIVERSITY WITH A MASTERS DEGREE IN SOCIAL WORK, SOCIOLOGY, GUIDANCE OR COUNSELING; FIVE (5) YEARS OF SUPERVISORY EXPERIENCE IN THE FIELD OF COMMUNITY RELATIONS AND/OR SOCIAL SERVICES.

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#### GENERAL GOVERNMENT

##### CITY CLERK'S OFFICE

##### SECRETARIAL ASSISTANT

FULL-TIME POSITION

35 HOURS PER WEEK

SALARY RANGE: \$41,248 - \$54,984

**EXPERIENCE:** FOUR (4) YEARS OF EXPERIENCE IN CLERICAL WORK.

**NOTE:** SUCCESSFUL COMPLETION OF A TWO-YEAR COLLEGE LEVEL COURSE IN SECRETARIAL SCIENCE MAY BE SUBSTITUTED FOR TWO (2) YEARS OF THE ABOVE EXPERIENCE.

#### LICENSE:

**ALL APPOINTEES 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 ESSENTIAL DUTIES OF THE POSITION.**