



**Department of Human Services**

**OFFICE OF THE ASSISTANT COMMISSIONER FOR**

**HUMAN RESOURCES**

**PO Box 700**

**Trenton, NJ 08625-0700**

**CHRIS CHRISTIE Elizabeth connolly**

**Governor Acting Commissioner**

**KIM GUADAGNO Christina Mongon Lt. Governor Assistant Commissioner**

**Human Resources**

**OPEN TO: Permanent State employees as a promotional or lateral opportunity, *pending the rescission of applicable promotional and hiring restrictions.***

**STATE-WIDE DISTRIBUTION**

**JOB OPPORTUNITY #194-15**

**DATE: August 11, 2015**

**TITLE**: Grants Specialist

**SALARY**: $67,714.29 - $96,415.56

**LOCATION**: Division of Mental Health and Addiction Services

Office of Fiscal Management Operations

222 South Warren Street, P.O. Box 700

Trenton, NJ 08625-0700

**POSITION INFORMATION**

**DEFINITION**: **Under the direction of a supervisory official, in a State department or agency, is responsible for the management of assigned federal and private grants within the department and the development of methods and means to secure new funds for proposed programs; does other related duties.**

**EDUCATION**: **Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in accounting.**

**EXPERIENCE**: **Four (4) years of accounting experience including two (2) years of experience in the coordination of grant funding in a public or private organization including experience with automated cost accounting systems.**

**NOTE: Applicants who have obtained the twenty-one (21) semester hour credits in accounting as specified above but do not possess the required college degree may substitute additional experience as indicated on a year-for-year basis.**

**NOTE: Possession of valid certificate as a Certified Public Accountant issued by the New Jersey Board of Certified Public Accountants may be substituted for the Bachelor's degree with the twenty-one (21) credit hours in accounting.**

**LICENSE:** **Appointee 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 the duties of the position.**

**NOTE:** APPLICABLE SPECIAL RE-EMPLOYMENT LISTS ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

**RESUME SUBMITTAL**

Interested candidates possessing the requirements listed, should forward resumes with the job opportunity # as indicated below:

**SUBMIT TO**: Division of Mental Health and Addiction Services

Human Resources Recruitment Unit

P.O. Box 700

Trenton, NJ 08625-0700

Phone: (609) 777-0651

**EMAIL:** [mhsresume@dhs.state.nj.us](mailto:mhsresume@dhs.state.nj.us) - Please indicate the job opportunity number in the subject line.

**RESPOND BY**: August 25, 2015

**DHS-CO REVIEW**: DAB 08/11/15

***IMPORTANT NOTICES***

***(1) RESIDENCY*** *-* ***Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are “grandfathered.” New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption.  Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.***

***(2) DRUG SCREENING*** *- I****f you are a candidate for a position that involves direct client care in one of the Department of Human Services’ hospitals or developmental centers, you may be subject to pre and/or post-employment drug testing/ screening. The cost of any pre-employment testing will be at your 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. You will be advised if the position for which you’re being considered requires drug testing and how to proceed with the testing.***