



# VACANCY ANNOUNCEMENT

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

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|--|----------------------------------|---------------------------------|--|
| Title<br><b>Division Director<br/>[Senior Executive Service]</b>   |                                  |                                 | Salary<br><b>Commensurate with education and experience</b>                  |
| Posting Number<br><b>158-17</b>  | Position Number<br><b>070714</b> | Number of Positions<br><b>1</b> | Posting Period *<br>From: <b>8/16/17</b> To: <b>8/30/17</b>                  |
| Location:<br><b>Division of HIV, STD and TB Services<br/>50 East State Street - 3<sup>rd</sup> Floor<br/>Trenton, NJ 08625</b> |                                  |                                 | Scope of Eligibility/Open to:<br><b>Applicants who Meet the Requirements</b> |

## GENERAL DESCRIPTION

This position directs all activities of the reorganized STD Program, which recently expanded to include not only all aspects of statewide STD services, including prevention, care and surveillance, but also newly integrated HIV Partner Services. Initiates, develops, implements, reviews and provides interpretation of program policies and procedures and ensures compliance. Prepares the federal grant applications, STD/HIV research projects and budgets. Directs and provides guidance in regard to activities between the STD program and local public health departments and state and federal agencies. Provides oversight of the medication program, laboratory services, program evaluation, special projects and monitoring of health service grants. State subject matter expert on best practices for STD prevention, intervention, elimination and care methods and STD/HIV partner services. Directs the activities of a newly formed integrated HIV and STD partner services program within the STD Program by ensuring that STD and HIV are fully integrated into patient education and partner referral for all treatment and care, and assumes direction over additional staff to perform these functions. Directs the operation of employees of the STD Program with responsibility for hiring, firing, promoting, disciplining and employee performance reviews. Prepares STD program reports and studies to include findings, conclusions and recommendations to the Office of the Assistant Commissioner and other requesting agencies. Plans and supervises the collection of data for the preparation of state and federal STD budget requests. Makes critical decisions concerning STD expenditures in accordance with budget allocations for each fiscal year. Represents the Department of Health related to STD. Develops training programs with the support of other state and federal agencies as it relates to STDs. Educates the public on the importance of STD prevention and treatment.

## REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)

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.

## IMPORTANT FILING INSTRUCTIONS

If interested in this position, you can reply in one of two ways:

- Forward the required documents electronically to:  
**PSTHIVAIDS@doh.nj.gov**
- Mail the required documents to:  
**Patricia Laird, Administrative Assistant 2  
HIV, STD and TB Services  
Reference Posting #158-17  
New Jersey Department of Health  
PO Box 363  
Trenton, NJ 08625-0363**

### Required documents:

- cover letter
- resume
- State of NJ Employment Application ([nj.gov/health/forms/dpf-663.dot](http://nj.gov/health/forms/dpf-663.dot)).

*\* 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.*
  - *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.*

PER-53  
APR 17