



CHIEF ADMINISTRATIVE OFFICER

The Chief Administrative Officer will provide coordination, management and oversight of all administrative activities related to the development and implementation of the Passaic Valley Sewerage Commission's ("PVSC") mission and goals. Under the direction of the Executive Director, the position is responsible for performing a variety of administrative tasks. Specific essential functions include but are not limited to: 1) supervise agency administrative staff and direct agency administrative operations; 2) oversee multiple administrative departments, including but not limited to Information Technology, Human Resources, Safety and Security, and Organizational Development; 3) work closely with the Executive Director and senior management to define, document, implement and track departmental operating procedures; 4) coordinate long-term and annual planning; 5) provide support and assistance to other agency functions and operating units; and 4) confer with the Executive Director, senior management and department directors to plan business objectives, develop organizational policies and coordinate departmental functions. Position requirements include: 1) a bachelor's degree from an accredited college or university with emphasis on courses in business, administration, communications and finance; 2) a minimum of 10 years' experience in work involving the review, analysis and evaluation of organization and administrative practices; 3) thorough knowledge of the principles and methods of organization, planning, management control and supervision in the context of a large business or governmental business or governmental agency; 4) the ability to analyze, comprehend and interpret the provisions of laws, rules and regulations relation to the business of the agency; and 5) the ability to prepare clear, concise, accurate and informative reports. Please note that expenses related to: (1) an applicant's attendance at an interview; and/or (2) relocation must be borne by the applicant.

To Apply: Please visit our website at www.nj.gov/pvsc, Click on the "Employment" link, select and double click on the "Employment Application Download" link. Please email a completed employment application along with a cover letter and resume including salary requirements to PVSCHumanResources@pvsc.nj.gov or mail your application packet to the address below.

Passaic Valley Sewerage Commission
Attn: Human Resources
600 Wilson Avenue
Newark, NJ 07105

The Passaic Valley Sewerage Commission (PVSC) is an equal opportunity employer and supports diversity in the workplace. Applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status or sexual orientation. PVSC offers excellent benefit options and pension plan. Equal Opportunity Employer. For more information about PVSC, please visit www.nj.gov/pvsc.com.