



State of New Jersey

Department of Human Services

Philip Murphy
Governor
Sheila Y. Oliver
Lt. Governor
Sarah Adelman
Acting Commissioner

The New Jersey Department of Human Services invites you to apply for the following position:

JOB POSTING NUMBER	494-21	ISSUE DATE	3-17-2021	CLOSING DATE	4-17-2021
TITLE	Business Manager 2 OR 1	RANGE	&30 or &33		
LOCATION	Woodbine Developmental Center 1175 DeHirsch Ave. Woodbine, NJ 08270	SALARY	\$82,527.28-117,772.00 OR 94,875.68-135,667.91		
		OPEN TO	Current State employees		
		DEFINITION			
Under the direction of the CEO in a large institution in a State-operated institution, oversees and manages the business activities of the institution, including the preparation of the operating and capital budget on a program basis; the purchase, storage, and distribution of equipment, materials, and supplies; food service program; the farm and powerhouse operations; property control ; the maintenance of buildings and grounds; the condition of furnishings and equipment throughout the institution; and the preparation of financial and other related reports and records; does other related work.					
REQUIREMENTS					
EDUCATION	Graduated from an accredited college with a Bachelor's degree in business, public or hospital administration, accounting, finance, economics or commerce.				
EXPERIENCE	Six (6) OR 7 (seven) years of financial experience in a medical, educational, correctional or training facility, or other business operation which shall have included the preparation of financial statements and reports, review of financial records, overseeing the developmental of internal accounting control procedures, and assisting in the developmental and analysis of an office, unit, agency or organizational budget, three (3) OR four (4) years of which shall have been in a supervisory capacity.				
NOTE	A Master's degree in Business Administration, Accounting, Commerce, Public Administration, Finance, Economics or Hospital Administration may be substituted for one (1) year of the indicated non-supervisory experience.				
NOTE FOR FOREIGN DEGREES	Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.				
LICENSE	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 the essential duties of the position.				
IMPORTANT NOTICE					
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.				
NOTE	Applicable special re-employment list established as a result of a layoff will be used before any promotions are made.				
DRUG SCREENING	If 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.				
FILING INSTRUCTIONS					
Forward a cover letter and resume electronically to: ddd-wdbn.resumes@dhs.nj.gov					
You must include the Job Posting # in the subject line of your email.					

New Jersey Department of Human Services is an Equal Opportunity Employer