## THE CITY OF PATERSON

### Job Posting

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>MANAGEMENT SPECIALIST</th>
<th>Job Category:</th>
<th>Classified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department/Division:</td>
<td>FIRE</td>
<td>Job Code/Job ID:</td>
<td>02390/487</td>
</tr>
<tr>
<td>Location:</td>
<td>300 McBride Ave, Paterson, NJ 07501</td>
<td>Travel Required:</td>
<td>LOCAL</td>
</tr>
<tr>
<td>Level/Salary Range:</td>
<td>$60,000.00</td>
<td>Position Type:</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Contact:</td>
<td>Eugenia Byfield</td>
<td>Posting Period:</td>
<td>07/07/2022-07/21/2022</td>
</tr>
</tbody>
</table>

Resumes & Applications are accepted via regular mail, fax or e-mail.

**Fax or E-mail:**
973-321-1325
hrinfo@patersonnj.gov

**Attention:** MANAGEMENT SPECIALIST

Resumes & Applications are accepted via regular mail, fax or e-mail.

### Job Description

**Role and Responsibilities**
Under direction, assists the principal executive or administrative officer in the performance of managerial duties; does related work as required.

**Examples of Work**
- Reviews programs and activities and evaluates administration, objectives, efficiency, effectiveness, and suitability to current conditions, costs, and accomplishments.
- Assists in the installation of administrative improvements including work systems, organizational changes, and program procedures.
- Obtains, directs, and administers federal, state, local, and private financial aid grants, contracts, and awards.

(Tasks noted within this description are not all-inclusive. Other related tasks will be assigned.)

**Requirements**

**Education:** Graduation from an accredited college with a Bachelor’s degree.

**Note:** Applicants who do not meet the above educational requirement may substitute additional experience as described below on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

**Experience:** Two years of experience in the review, analysis, and evaluation of budget, organization, and administrative practices and recommending improved method, and/or administrative experience in varied phases of business, industrial, or government involving the organization direction, planning, coordination, or control of program activities.

**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 essential duties of the position.

**Knowledge & Abilities**
- Knowledge of methods used to gather and analyze information.
- Ability to review and evaluate programs and procedures.
- Ability to interpret laws, rules and regulations and apply them to specific situations.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.