



Job Announcements

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Symbol: [M0724P](#)Title: [MANAGEMENT SPECIALIST](#)

Issue Date: 08/13/2012

Closing Date: 09/04/2012

Jurisdiction: VENTNOR CITY

Salary: \$10,000.00 - \$20,000.00 Per Year

Num. of Positions: 1

Workweek: 40 Hours per week

Application Fee: \$25.00

OPEN TO RESIDENTS OF:

Ventnor City

REQUIREMENTS:**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.**NOTE: Foreign transcripts must be evaluated by a recognized evaluation service.****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 (2) years of experience in the review, analysis, and evaluation of budget, organization, and administrative practices and recommending improved methods, and/or administrative experience in varied phases of business, industrial, or government involving the organization, direction, planning, coordination, or control of programs or 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 the essential duties of the position.**IMPORTANT INFORMATION:**

1. [NJAC 4A:4-2.3\(b\)](#) states that all requirements must be met as of the closing date.
2. If you are mailing an application, it must be postmarked by 11:59 pm on the closing date listed above or must be hand delivered to the Civil Service Commission no later than 4:00 pm on the closing date. If you select the online application option, it must be completed and submitted by 11:59 pm on the closing date listed above.
3. **You must complete your application in detail.** Your score may be based on a comparison of your background with the job requirements. **Failure to complete your application properly may lower your score or cause you to fail.**
4. If an employment list results from this announcement, it may be certified to fill full-time and part-time positions.
5. Effective September 1, 2011, the New Jersey First residency law was enacted. Please [click here](#) for additional information.
6. In accordance with Public Law 2010 c. 26, Veterans pay a reduced application fee of \$15.00 if they have previously established Veteran's Preference with the DMAVA (as defined by NJSA 11A:5-1 et seq) or their claim is approved by DMAVA at least 8 days prior to the issuance of the eligibility list. Please note this reduced fee does not apply to Public Safety titles.

- [Read Description of Job and Specification:02390](#)
- [Click here to apply via the Online Application System](#)
- [Click here to print the Application Form \(PDF 111KB\)](#)



Please Note:

In order to view or download the application you will need the latest version of the Adobe Acrobat Reader, free software for viewing and printing (PDF) files.



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